

## Board Committees

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### B-100

**PURPOSE:** This policy establishes rules for standing and ad hoc committees and study sessions (workshops).

**B-100-10 Appointment of Committees.** The Board President shall establish and/or confirm the members of the standing committees for the ensuing year no later than the Board's regular meeting in January, as he/she deems necessary with the concurrence of a majority of the Board. Standing committees are outlined in B-100-30. Additionally, he/she shall appoint with the concurrence of a majority of the Board, Ad Hoc committees as needed at any time throughout the year.

**B-100-10-1 Specific Purpose.** Standing and Ad Hoc committees are created for specific purposes. The performance of all duties and functions by committees is for the purpose of advising and recommending actions to the Board of Directors. Reports of standing, special and Ad Hoc committees shall be addressed to the Board.

#### **B-100-10-1-1 Definitions of "Specific Purpose" Committees.**

- a) **Standing Committee.** A Standing committee consists of two Board members with alternate Board members. Standing committees duties are outlined in B-100-40. A Standing committee will meet with District Staff and Consulting firms as deemed necessary during the fiscal year in order to fulfill the needs of the Board.
- b) **Ad Hoc Committee.** An Ad Hoc committee consists of two Board members selected during a Regular Board meeting to meet with District Staff and Consulting firms to discuss and provide recommendation to the Board regarding a Specific Item not covered by the Standing committees. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.

**B-100-10-2 Appointment of Chairperson.** The Board President shall designate the committee chairperson, who shall determine, in consultation with the District Manager, the date, time, and place of each committee meeting. The chairperson shall make periodic reports to the Board on the committee's progress.

**B-100-10-3 Scope of Duties.** The Duties set forth in Policy **B-10** apply to Board Members serving on a Committee.

**B-100-10-4 Scope of Responsibility.** The committee shall gather information, explore alternatives, examine implications, and offer recommendations to the full Board. The committee may meet with staff and/or District consultants, but shall not interfere with their duties as determined by the Board.

**B-100-10-4 Limits on Authority.** The committee shall not speak or act on behalf of the Board, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff.

**B-100-20 Periodic Study Sessions.** The Board, by majority vote, may call for a Board study session as deemed necessary and appropriate. A study session may be held separate from the regular meeting of the Board at a time and place to be determined by majority vote of the Board. The study session may be an adjourned regular or special meeting. The District Manager in consultation with the Board President shall recommend appropriate items to be discussed at the study session. The agenda will be prepared and posted in the same manner as other Board meeting as is set forth in Policy B-80.

**B-100-20-1 Study Sessions and Action Plans.** Study sessions shall generally be conducted to identify or determine key issues facing the District and provide the opportunity to develop plans of action that addresses those issues with specific actions, along with a timeline and responsibilities for carrying out the action plan to achieve District goals.

**B-100-20-2 – Annual Study Session on Strategic Plan –** An annual study session will take place in February each year or other such time as mutually agreed upon for the purpose of reviewing the continued relevancy of the District Strategic Plan and the progress made during the prior year. The annual study session will the following objectives:

1. For the Board to receive a detailed status report from the District Manager on the progress made in achieving the current year goals and objectives
2. To conduct the required annual review of the strategic plan and confirm its continued relevance for the following year
3. To adopt goals and objectives for the following year
4. To address any matters of concern to the Board

**B-100-30** The following shall be standing committees of the Board:

**B-100-30-1** Planning Committee;

**B-100-30-2** Ordinance Committee;

**B-100-30-3** Personnel Committee;

**B-100-30-4** Finance Committee; and,

**B-100-30-5** Public Information Committee.

**B-100-40 Duties of the Standing Committees.** Upon direction of the Board, standing committees meet\* and review District functions, activities, and/or operations pertaining to their respective areas of concern as set for the below.

**B-100-40-1** The Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

**B-100-40-2** The Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.

**B-100-40-3** The Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.

**B-100-40-4** The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

**B-100-40-5** The Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

**\* All meetings of standing committees shall conform to the open meeting laws that pertain to meeting of the Board of Directors. Board Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment at MVSD. We should serve as a model of leadership and civility to the community. A Committee opens itself up to criticism if more than two Board Members attend a committee meeting.**