



BOARD AD HOC COMMITTEES WORK INSTRUCTION

DOCUMENT NO.: **W723S01**
 REVISION: **A**
 EFFECTIVE DATE: **1/28/14**
 PROCESS OWNER: **Board Chair**

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1. PURPOSE AND SCOPE

This procedure documents the methods for establishing a Board Ad Hoc Committee (Ad Hoc Committee) and for identifying and appointing prospective Committee Members. It supports the Board Governance Policy GP-8 “Board Committee Principles”.

Note: This procedure does not preclude BAOs to use the procedure to initiate an Ad Hoc Committee.

2. REFERENCE DOCUMENTS

External Reference Documents

REFERENCE DOCUMENT	DOCUMENT LOCATION(S)

Internal Reference Documents

REFERENCE DOCUMENT	DOCUMENT LOCATION(S)
Board Policies	District Website

3. DEFINITIONS

None

4. ROLES AND RESPONSIBILITIES

Individual Board Member(s):

- Identify the need for a Ad Hoc Committee
- Prepare proposal to the Board delineating the need, purpose, scope and membership of the proposed Ad Hoc Committee.
- Request Board approval to establish the Proposed Ad Hoc Committee

Board of Directors:

- Determine whether a proposed Ad Hoc Committee will be established
- Review applications from potential external members
- Appoint Ad Hoc Committee members
 - Board Member(s)
 - External members

BAOs:

- Provide needed information in support of Board’s decision making
- Establish Ad Hoc Committee per Board action
- Support the function and coordinate the activities of the Ad Hoc Committee

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5. REQUIREMENTS

5.1 ISO Requirements

- **ISO 9001 Quality Management System Requirements**

N/A

- **ISO 14001 Environmental Management System**

N/A

5.2 Other Requirements

Board Governance Process Policies GP-8 and GP-9

6. MONITORING AND MEASUREMENT

None

7. PROCEDURE

ACTION STATEMENT AND ROLE	DETAILS (DESCRIBE STEPS)	QUALITY RECORDS (OUTPUT FROM STEP)
(1) Initiation (Board Member)	<ul style="list-style-type: none"> • Individual Board Member(s) identifies a need to establish an Ad Hoc Committee to advise the Board on specific issues. <p><i>Note: This procedure does not preclude staff to initiate the process.</i></p>	Board Agenda Item
(2) Obtain Board Approval for Establishing the Ad Hoc Committee (Initiator, BAOs)	<ul style="list-style-type: none"> • The initiator prepares and presents a Board agenda item that shall include the following: <ul style="list-style-type: none"> a. Need, purpose, and scope of the proposed Ad Hoc Committee. b. Composition of committee membership <ul style="list-style-type: none"> • Board Member(s), yes or no • External members, yes or no • Following presentation of the Board item, the Board will make a determination to move forward or halt the process. • If the decision is to move forward, then Board provides direction or directs BAO to provide data related to supporting the proposed Ad Hoc Committee Including but not limited to: <ul style="list-style-type: none"> a. Criteria to select external members (expertise, interest, potential benefits or impacts, community participation, etc.) b. Method to solicit external members to serve on the committee c. Deliverables of the Ad Hoc Committee d. Estimated schedule and costs e. Other relevant data • The Board considers the additional information and approves or disapproves establishing the proposed Ad Hoc Committee. • If approved by the Board, move to Step (3) 	Board Agenda Item



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ACTION STATEMENT AND ROLE	DETAILS (DESCRIBE STEPS)	QUALITY RECORDS (OUTPUT FROM STEP)
(3) Solicit External Committee Members (BAOs)	<ul style="list-style-type: none"> In accordance with Board action, staff and/or the Board will solicit potential external members to submit applications for committee membership. 	Completed Applications
(4) Appoint Ad Hoc Committee Members (Board of Directors)	<ul style="list-style-type: none"> BAOs will present a Board agenda item submitting applications from potential external committee members The Board will appoint Committee members <ul style="list-style-type: none"> Board Member(s) External members Should the Board determine that there is insufficient number of external applicants meeting the selection criteria, the Board may direct staff to return to Step 3. 	Board Agenda Item
(5) Conduct Initial Committee Meeting (BAOs)	<ul style="list-style-type: none"> Upon Board appointment of Ad Hoc Committee Members, staff will schedule and facilitate the initial Ad Hoc Committee meeting. This meeting shall include discussions on the following and other necessary committee principles to establish an effective committee: <ul style="list-style-type: none"> Election of Ad Hoc Committee Chair and Vice Chair Ad Hoc Committee purpose, scope, deliverables, and schedule Ad Hoc Committee process to track costs Meeting frequency Ad Hoc Committee Member duties Brown Act requirements/process 	Ad Hoc Committee Meeting Agenda
(6) Facilitate Committee Meeting	<ul style="list-style-type: none"> Support and coordinate with Ad Hoc Committee Chairs on: <ul style="list-style-type: none"> Meeting schedules and work plan Meeting agenda and corresponding agenda items Appropriate informational follow up Appropriate Board of Director agenda items 	Ad Hoc Committee Schedule, Work Plan, Agendas, Agenda Items and Board Agenda Items

8. QUALITY RECORDS

QUALITY RECORD	LOCATION KEPT	FILING ORDER	RECORDS RETENTION SCHEDULE SERIES NO.	COMMENTS
Board Agenda Items	Clerk of the Board Files		RS-0501	
Completed Applications	Clerk of the Board Files		RS-0499	
Ad Hoc Committee Schedule, Work Plan, Agendas, Agenda Items	Clerk of the Board Files		RS-0507	



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9. CHANGE HISTORY

DATE	REV	SIGNIFICANT CHANGE?	COMMENTS
1/28/14	A	N/A	Initial Release; Board-approved on January 14, 2014

10. ADDENDA