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# Gold Mountain Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Committees of the Board of Directors

**POLICY NUMBER:** 4105

### **4105.1 Temporary Advisory Committees/Ad-Hoc Committees:**

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4105.1.2 A temporary advisory committee shall be comprised solely of members of the Board and shall consist of less than a majority of Board Members.

4105.1.3 All Temporary Advisory Committees/Ad-Hoc Committees shall develop a Committee Charter and present the Charter to the board for adoption.

4105.1.4 A temporary advisory committee may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory committee.

4105.1.5 A temporary advisory committee shall meet on an as needed basis and shall not have a meeting schedule fixed by charter, ordinance, resolution, or formal action of the Board.

4105.1.6 Temporary Advisory/Ad-Hoc Committees shall comply with the Brown Act which states: *"The Brown Act does not apply to ad hoc committees consisting solely of less than a quorum of the legislative body, provided they are composed solely of members of the legislative body and provided that these ad hoc committees do not have some "continuing subject matter jurisdiction," and do not have a meeting schedule fixed by formal action of a legislative body. Thus, ad hoc committees would generally serve only a limited or single purpose, they are not perpetual, and they are dissolved when their specific task is completed."*

### **4105.2 Standing Committees:**

The following shall be standing committees of the Board: Executive Committee; Finance Committee; Fire Protection Services Committee; and FireWise Committee. Standing committees may be assigned to review District functions, activities, and operations pertaining to their designated concerns. meetings of standing committees are subject to the requirements of all applicable open meeting laws, including but not limited to the Brown Act.

4105.2.1 Committee assignments may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations from standing committees shall be submitted to the Board via a written or oral report.

4105.2.2 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4105.2.3 All Standing Committees of the board shall develop a Committee Charter and present the Charter to the board for adoption.

4105.2.4 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

4105.2.5 Standing Compliance shall comply with the Brown Act which states:

*"Standing committees of a legislative body, which consist solely of less than a quorum of the body, are subject to the requirements of the Brown Act. Standing committees exist to make routine and regular recommendations on a specific subject matter, they survive resolution of any one issue or matter, and are a regular part of the governmental structure.*

*Standing committees may, but are not required to, have regular meeting schedules. Even if such a committee does not have a regular meeting schedule, its agendas should be posted at least 72 hours in advance of the meeting (Section 54954.2). If this is done, the meeting is considered to be a regular meeting for all purposes. If not, the meeting must be treated as a special meeting, and all the limitations and requirements for special meetings apply."*

4105.2.5 Standing Committee Descriptions:

4105.2.5.1 **The Executive Committee** shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals. Committee shall be concerned with proposed ordinances, resolutions, and District policies. This Committee shall be concerned with the GM contract, performance reviews and compensation.

4105.2.5.2 **The Finance Committee** shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

4105.2.5.3 **The Fire Protection Services Committee** shall be concerned with the emergency fire and emergency medical service response within the District, how it is provided and the performance of the providers.

4105.2.5.4 **The FireWise Committee** shall be a joint committee with the Nakoma Community Association (HOA) to maintain the community's FireWise designation and work with and educate owners to take fire resiliency and mitigation steps and prepare for emergencies and emergency evacuation.

### **4105.3 Standing Committee Charters**

Committee Charters adopted January, 2022 follow: