

AMERICAN RIVER FLOOD CONTROL DISTRICT Policies & Procedures

POLICY TITLE: **Role of Committees**
POLICY NUMBER:

Committees play an important role in the function and governance of the District. The Board may choose to delegate work to a committee of the Board, which may return with recommendations for Board action. Recommendations of committees are non-binding, and a committee may not take a final action or position on behalf of the agency.

Temporary Advisory Committees: The Board President shall appoint any such temporary advisory committees as may be deemed necessary or advisable by the President or the Board. The purpose of a temporary advisory committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment. A temporary advisory committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first.

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

Standing Committees: The following shall be standing committees of the Board: Policy Committee; Personnel and Benefits Committee; Finance Committee; and Public Outreach Committee. The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in March. Standing committees may be assigned to review District functions, activities, and operations pertaining to their designated concerns, as specified below. All meetings of standing committees are subject to the requirements of all applicable open meeting laws, including but not limited to the Brown Act. The responsibilities of the committees shall be as follows:

- The Policy Committee shall be concerned with proposed ordinances, resolutions, and District policies, except those pertaining specifically to personnel.
- The Personnel Committee shall be concerned with the functions, activities, operations, compensation, and welfare of District staff.
- The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.
- The Public Relations 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.