

## **IV. COMMITTEE DOCUMENTS**

### **A. GENERAL POLICIES CONCERNING ALL COMMITTEES**

The Board of Supervisors will appoint all committees and its members. The Board may, if needed, create standing committees, appoint ad hoc committees and appoint sub-committees. The ad hoc and sub-committees may report either directly to the Board of Supervisors or through a standing committee based on the charter of the committee. Committee members may be asked to serve on special committees and/or perform special studies. The Board may appoint ex-officio members of committees.

Committees may recommend, but do not approve or take action pertaining to the Recreation District. Committee members may not direct HGRD management and/or staff. All Committee recommendations are subject to Board of Supervisors' approval.

After each meeting, the committee chair will prepare a brief written report dealing with the activities of the committee, including any recommendations that were approved by vote of the committee membership. This written report will be summarized and verbally presented along with recommendations and presented to the Board of Supervisors at its next regularly scheduled workshop. If the committee has a recommendation to the board it must also be presented to the board at its next regularly scheduled board meeting. Only committee recommendations must be presented at the board meeting.

### **B. STANDING COMMITTEES**

All standing committee appointments begin on the first day of May. All standing committee appointments expire on April 30<sup>th</sup> of each year. All standing committees are advisory only and will meet once per calendar quarter. In addition, an organizational meeting may be held during May to select the Chair and review the charter. Regular quarterly meetings will be held in June or July, October, January, and April. The Board Liaison will establish meeting times, dates and locations. Special meetings may be scheduled if there is a specific need.

All standing committees will consist of no less than five (5) nor more than seven (7) members in good standing. An additional person may be appointed as a nonvoting, ex-officio member. In the absence of a regular member at any meeting the ex-officio member's status would change to that of a regular member for the duration of that meeting. In the case of a committee member's resignation, the ex-officio member would become the regular member. Committee members may only serve on one standing committee at a time. Committee members are expected to attend the quarterly meetings and are invited to participate in the budget workshops.

The General Manager and the respective department manager, if applicable, will be ex-officio members of all standing committees. Each standing committee will have a Supervisor from the Board to serve as the liaison between the committee and the Board of Supervisors. The executive assistant to the Board, or designee, will be secretary for the committee for purposes of minutes only. All other correspondence is the responsibility of the committee chair. Committee scope may be expanded by the Board of Supervisors.

### C. AD HOC COMMITTEES

Ad hoc committees and their membership are appointed as the need arises and are discharged after the task for which they were formed has been completed. The membership of an ad hoc committee is largely dependent upon its purpose and area of study. The HGRD has four continuing ad hoc committees: Resident Events, Concert Series Selection, Sound & Light, and Library.

The Resident Events is a continuing committee with new members appointed in May or throughout the year as needed. This committee works with management as needed.

The Concert Series Selection committee meets between November/December through the final recommendation of performers, but in no event later than March. This committee is coordinated by the Executive Assistant to the GM and Board of Supervisors.

The Sound & Light is a continuing committee with new members appointed in May or throughout the year as needed. This committee's liaison is the Clubhouse Maintenance Superintendent.

The Library is a continuing committee with new members appointed in May or throughout the year as needed. This committee's liaison is the Executive Assistant to the GM and Board of Supervisors.

Serving on a standing committee does not preclude a person from serving on an ad hoc committee at the same time.

***Established by Resolution 2012-02 at the January 25, 2012 HGRD Board Meeting & approved at the February 22, 2012 HGRD Board Meeting***

***Amended at the December 18, 2013 HGRD Board Meeting***

***Amended by Resolution No. 2014-08 at the May 28, 2014 HGRD Board Meeting***