HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors Bylaws

POLICY TITLE: Committees
POLICY NUMBER: 4110
ADOPTED:
AMENDED:

4110.01 General Rules Governing Committees

The President of the Board of Directors may appoint members of the Board of Directors to serve on a Committee.

No more than two Directors of the Board shall serve on any one Standing or Ad-Hoc Committee as further detailed below. Other Directors may attend Standing Committee meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in Committee discussions.

Committees should focus on matters, which typically require extensive research and review, but should not operate in such a way that they make management decisions better left to paid staff.

A Committee may take no action. Recommendations for formal action of the Board of Directors are made in the Committee reports.

Any Standing Committee or Ad-Hoc Committee that is appointed by action of the Board of Directors and/or has members of the public serving on the Committee shall then come under the posting requirements of the Brown Act and shall be open to the public.

Standing Committees may be formed to take on matters of ongoing interest such as budgets, operations and policies. The meetings of Standing Committees shall be held when called by the Chair or other Director member.

Duties and Functions: At the time the President forms the Standing Committee, s/he shall give instructions of the duties for each Committee. Additional duties and functions may be delegated by the President, as the needs arise.

The Committee shall give a report at the regular meeting of the Board of Directors and if a need to take action should arise, the Committee shall bring a recommendation to the Board of Directors at any duly noticed meeting. The Committee Chairman shall notify the General Manager of the items to be placed on the agenda where action is needed, if possible, one week prior to the meeting.

4110.02 Ad Hoc Committees

Ad Hoc Committees may be created by the Board President to undertake special research assignments on behalf of the Board. An ad hoc Committee shall consist of two or less members of the Board, and exist for a specified term or until its special assignments are completed, which comes first, but is existence may be extended for an added term or added assignments by action of the Board. Unless otherwise specified, Ad-Hoc Committees are not subject to Brown Act requirements and members of an Ad Hoc Committee shall be appointed by the President of the Board and Shall serve at the President's pleasure.