



## MEMORANDUM

### ITEM NO. 5

*Prepared by:* Abbie Andom

*Reviewed by:* Scott M. Ota

*Approved by:* Robb Whitaker

**DATE:** JULY 12, 2010  
**TO:** ADMINISTRATIVE COMMITTEE  
**FROM:** ROBB WHITAKER, GENERAL MANAGER  
**SUBJECT:** COMMITTEE DELINEATION OF DUTIES

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### SUMMARY

Based on a request from the Committee Chairperson, the Administrative Committee would like to review the responsibilities of each Standing Committee of the Board of Directors as currently outlined in Section 3 of the Administrative Code.

Pursuant to Chapter 3 of the District's Administrative Code ("Code"), the District currently has five standing committees that are organized to review discrete issues. In accordance with Section 4.2 of the Code, before an item is placed on the agenda for a regularly scheduled Board meeting, a Committee must first review the item. There are however, two exceptions, the President may direct that an item be placed on the agenda without Committee review, and the Board may place an item on the agenda. In accordance with Section 4.2, an item shall be placed on the Board agenda after a Committee unanimously votes to place the item on the agenda.

Under the District's Code, Committees do not have any legislative authority, and do not set policy for the District. All items must still go before the Board for final review and approval.

Each of the District's standing committees are subject to the Brown Act, therefore all meetings are publicly noticed, and the public is invited to attend. Due to the public nature of the meetings, items may be brought before more than one Committee prior to being presented to the Board.

Staff will provide additional information to the Administrative Committee about the current duties of each committee based on the Administrative Code.

### FISCAL IMPACT

None.

### STAFF RECOMMENDATION

For discussion