

# Midpeninsula Regional Open Space District

## Board Policy Manual

<b>Board Committees</b>	<b>Policy 1.04</b> <b>Chapter 1 – Administration &amp; Government</b>
Effective Date:	Revised Date: 11/13/13
Prior Versions:	

### Committees of the Board

Upon passage of a motion by a majority of Board members in open session at a regular or special meeting, standing or ad hoc committees composed of less than a quorum of Board members may be established and members appointed for the study of specific matters and provide recommendations to the Board on such matters. Ad hoc committees are temporary committees established to accomplish a specified task, do not have permanent subject matter jurisdiction, and must sunset within a year. Standing committees have ongoing and permanent subject matter jurisdiction. The presiding officer of the Board shall appoint the committee members with the consent of the Board. The President may serve on standing and ad hoc committees, and as a voting alternate.

### Standing Committees

The following shall be standing committees of the Board with subject matter jurisdiction to perform the designated duties as set out herein and as assigned by the Board:

- (a) Action Plan and Budget Committee: Reviews the proposed budget and any required midyear budget amendments; makes budget recommendations to the Board; reviews Action Plan and Strategic Plan implementation; and receives reports from the District Controller concerning investments of District funds and current and long-term fiscal analyses.
- (b) Legislative, Funding and Public Affairs Committee: Reviews and makes recommendations to the Board on the proposed two-year legislative program; reviews policy matters related to the Board Policy Manual and other Board policies and regulations as assigned by the Board; reviews matters concerning District funding, public affairs, and outreach; and reviews requests for naming District facilities, lands and preserves.
- (c) Planning and Natural Resources Committee: Reviews Use and Management Plans, Resource Management Plans, amendments, and issues (including consistency with related Board policies; conducts site tours relating to these matters as needed (includes trail use, facilities, structures, and resource management items).
- (d) Real Property Committee: Reviews leases; reviews consistency with Board rental policies concerning District real property; conducts site tours for potential real property purchases and disposition of structures at time of purchase.

The Real Property Committee set forth the following guidelines for site tours of real property purchases:

1. Properties of regional significance
2. Coastal properties
3. Conservation partnership projects
4. Grant funded projects
5. Properties with known strong public interest
6. Large properties
7. Properties with significant habitable structures
8. Properties with significant or unique use and management issues

The Real Property Committee set forth the following guidelines for not holding site tours:

1. Remote properties with poor roadway access
2. Properties with existing hazardous or unsafe conditions
3. Property owners not willing to have a public tour at their property
4. Small, minor or inholding properties

(e) Board Appointee Evaluation Committee: Reviews performance and employment contracts of Board appointed employees: General Manager, General Counsel, and District Controller.

Other matters may be referred to an appropriate Standing Committee with prior approval of the Board. Such matters shall first be placed on a Board agenda by any Board Member or the General Manager for Board approval.

The General Manager may also refer matters directly to an appropriate Standing Committee as needed to implement the District's Action Plan.

Three Board members shall be appointed to serve on each standing committee.

The Treasurer shall be one of the three members of the Action Plan and Budget Committee.

Appointments to the Board Appointee Evaluation Committee shall include the Board President and Vice President as two of the three members of the Committee.

Appointments to other standing committees shall be made at the first regular meeting following the meeting at which officers of the Board are elected.

#### **Standing Committee Meeting Notification**

Agendas for meetings of standing committees of the Board shall be posted in a location that is freely accessible to members of the public and posted on the District's website at least 72 hours before the meeting. The agenda shall include the time and location for the meeting and a brief description of each item of business to be transacted or discussed at the meeting. Whenever

possible, notices of standing committee meetings shall also be listed in advance on agendas for regular or special Board meetings. Agendas for standing committee meetings shall be forwarded to each person who usually receives an agenda for regular meetings and to each person who has requested notification of meetings of a particular committee.