

SUBJECT:

**City Council Committees
and City Council-Appointed
Special Purpose Committees**

**POLICY NUMBER 100-58
ADOPTED 12-7-05
REVISED 2-20-08**

It is the policy of the City Council that in the formation of City Council Committees that include less than a quorum of the full Council as its members, the following shall apply:

City-sponsored City Council committees fall into the following categories:

1. Standing Committees: Council committees that are permanent in nature and have two Councilmembers shall be considered standing committees of the City Council. Standing committees shall be of a long-term or permanent nature and shall comply with all noticing and posting provisions required under the Ralph M. Brown Act for Council committees comprised of less than a quorum.
2. Ad Hoc Committees: Council committees established on an ad hoc basis shall be those of a temporary or transitory nature. Ad hoc committees shall be formed for either limited time duration not to exceed six months unless otherwise formally extended by the City Council.

Other Council-Appointed Committees:

1. Special Purpose Committee: From time to time the City Council may choose to establish citizen committees for a particular, special purpose, that do not include City Council members. Typically, these Special Purpose Committees shall be formed for either a limited time duration or for a short-term issue. Appointments to any Special Purpose Committee will be handled on a case-by-case basis in direct consultation with the City Manager and his/her staff.

At the time a committee is formed by the City Council, the Council shall designate the category under which the committee is formed (after consulting with the City Attorney regarding the committee's legal status) and the committee's scope of work, jurisdiction, regular meeting schedules (if any) or any other policy guidance required by the full City Council. Committees may be established with a sunset clause determining the duration of the committee's existence.

All standing committees shall comply with the Ralph M. Brown Act. For standing committees with a regular meeting schedule, all notices and postings shall be made at least 72 hours before regular meetings of the standing committee. All other meetings of the standing committees shall be noticed in accordance with the rules established for special meetings or emergency meetings as is applicable.

Except as specified herein, ad hoc committees shall not require posting and public notices for meetings. Ad hoc committee meetings in which members of the public are invited to speak or attend shall be publicly noticed in the same manner as if the ad hoc committee were a standing committee. This exception requiring public notice shall not apply to ad hoc committee meetings in which non-committee members attend as witnesses or advisors on a matter that would be eligible to be discussed in closed session under the Brown Act.

The City Council shall review status of all Council committees on at least an annual basis. Ad hoc committees shall not remain in existence for more than six months after their formation unless specifically extended by action of the City Council. Ad hoc committees that are not specifically continued by Council action shall be considered standing committees six months after their formation.

Special Purpose Committees will be governed under the Brown Act. Special Purpose Committees serve in an advisory capacity to the City Council and serve at the pleasure of Council