



LIBRARY COMMISSION AGENDA REPORT SUMMARY

Meeting Date: October 5, 2023

Subject Subcommittees and Ad Hoc Committees

Prepared by: Anthony Carnesecca, Assistant to the City Manager

Attachment(s):
None

Purpose

Disbanding of existing standing subcommittees and discussion of potential creation of ad-hoc committees that meet new criteria.

Discussion

Per the new Commission Handbook, “A Commission may appoint Ad Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks. Ad Hoc subcommittees should be focused on one specific topic and shall not last more than one year. These Ad Hoc subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions shall not create standing committees.

In order to establish an Ad Hoc Subcommittee, the topic of the formation of the Ad Hoc Subcommittee must be posted and noticed on the regular agenda.

Commission members currently serving on a Ad Hoc Subcommittee are not eligible to serve on another Ad Hoc Subcommittee simultaneously.

The motion of establishment must include that the Ad Hoc Subcommittee:

- Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
- Consists of less than a quorum of the Commission,
- Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
- Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
- Will not be re-established or renewed in multiple years, and
- Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.



Subject: Subcommittees and Ad Hoc Committees

In accordance with the Brown Act, Ad Hoc Subcommittees do not need to post notice of their meetings or hold meetings in public, unless directed to do so by the City Council.”

The Library Commission has had four standing subcommittees, which were Awareness (Carter, Wheeler), Infrastructure (Carter, Gee, Wheeler), Futures (Bedard, Crane, Gee), and Services (Bedard, Crane, Fawcett). These standing subcommittees are not in compliance with the new Commission Handbook section because they do not meet the criteria mentioned above.

Moving forward, the Library Commission can create two Ad Hoc subcommittees with two pairs of commissioners on a specific topic that shall not last more than a year.