

## **Attachment 1**

**Subcommittees** 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 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. All Ad Hoc Subcommittees must adhere to Resolution No. 2015-09.

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

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

The motion of establishment must include that the Subcommittee:

- Is comprised solely of members of the Commission establishing the Subcommittee,
- Consists of less than a quorum of the Commission,
- Has a defined purpose and a time frame to accomplish that purpose and is less than one year in duration,
- 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.

### **Commission Liaison Assignments:**

Commissions may assign individual Commissioners to act, by a majority vote, as a liaison to other boards, commissions, or agencies, without establishing a subcommittee. The work, findings, conclusions, and any updates of the liaison should be brought back to the Commission for discussion and, if applicable, action. The positions taken by the liaison are to be in alignment with the positions that the Commission or the City Council have taken on issues under the purview of the Commission.