



TO: Parks & Recreation Commission
FROM: Donna Legge, Staff Liaison
SUBJECT: Commission Subcommittee Guidelines

RECOMMENDATION:

Review Subcommittee guidelines and recommend changes for the Parks and Recreation Commission

BACKGROUND

At its regular meeting of May 12, 2021, the Parks and Recreation Commission (PARC) recommended that the PARC observe as the preferred way of conducting Subcommittee business:

1. Arrange to meet or connect between regular Commission meetings.
2. Share organizational protocols and operating procedures with the full Commission during the Subcommittee Reports section of each regular Commission meeting, and
3. Formulate & share the scope and objectives of the Subcommittee in writing at the onset of the Subcommittee.

Subcommittees (Source: Commissioner Handbook – Page 7)

A Commission may appoint special subcommittees, consisting of less than a majority of the body, to work on specific tasks. Subcommittees should be focused on one specific topic and should last no 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.