



Meeting Date: March 11, 2024
Subject: Ad Hoc Subcommittee Formation
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The Commission will be forming Ad Hoc Committees focused on:

1. Building Electrification – Work with staff to research and develop decarbonization programs. Assist with outreach and education needed for that program(s).
2. Single-Use Plastics Ordinance - Provide staff with guidance on policy recommendations for the ordinance and assist with community outreach.

Ad Hoc Subcommittees rules:

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,
- may create reports and conduct analyses to be reviewed by staff,
- cannot be 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.

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.