

## **Analysis of Committee Roles, Guidelines and Regulations**

Based upon the following analysis of the roles and guidelines related to Committees, the District Manager is creating an Advisory Committee for Finance and Budget.

### **Standing Committee**

- created by a Board vote
- subject to all the provisions of the Brown Act
- must meet in Public forum
- can have no more than two Board Members on the Committee
- by-laws must be amended to permit a Standing Committee
- no regular meeting schedule required

### **Advisory Committee**

- cannot be created by action of the Board
- not subject to the Brown Act
- can include one Board member
- can make recommendations or initiate discussions
- has no decision making authority
- advisory to Staff
- members must have applicable skills
- no regular meeting schedule required

### **Ad Hoc Committee**

- has a defined purpose and specific timeline for existence
- subject to all provisions of the Brown Act if non-Board Members are members
- must meet in Public forum
- must be created by Board action
- no regular meeting schedule required

The role of this Advisory Committee is to provide advice to the District Manager on improved financial reporting and documentation, improved budget process and tracking mechanisms, and develop more easily understandable financial documents for both the fiscally astute and less financially inclined.