

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Committees of the Board of Directors

**POLICY NUMBER:** 4020

**ADOPTED:** September 17, 1996

**AMENDED:** January 10, 2008

**AMENDED:** February 10, 2011

**AMENDED:** December 11, 2014

**AMENDED:** December 14, 2017

**AMENDED:** September 11, 2019

**4020.10** **Ad-Hoc Committees**

**4020.11** The Board President shall appoint ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**4020.20** **Standing Committees:**

**4020.21** The following shall be the standing committees of the Board:

- Fire Committee
- Park and Recreation/Citizens' Oversight Committee
- Water & Sewer Committee
- Finance/Policy Review Committee

**4020.22** General Purpose. The primary purpose of Standing Committees is to improve the Board's effectiveness by providing a platform for action items to be vetted or formulated in detail prior to Board meetings. The work of Standing Committees should result in the removal of most routine and undeveloped items from the Board's agenda, such as detail-oriented planning and oversight, initial formulation of policies and other written documents and procedures, evaluation and/or formation of options for the Board's consideration, preliminary development and evaluation of ideas that may evolve into Board action items in the future.

Standing Committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns. Said assignments may be made by the Board President, a majority vote of the Board, or on their own initiative as long as it supports the Board's work.

Standing Committees will act in an advisory capacity to the Board and will make recommendations on actions to be taken by the Board.

**4020.23** Specific Purpose. In addition to the general purposes presented above, each Standing Committee shall serve the following specific purposes:

**4020.23.1** Fire Committee: This committee will consider, evaluate and review matters concerning fire protection and rescue services provided by the District.

**4020.23.2** Park and Recreation/Citizens' Oversight Committee: This committee will consider, evaluate and review matters concerning the District's Park and Recreation facilities and services. The committee shall include at least one public member to review projects and expenditures funded by assessments.

**4020.23.3** Water & Sewer Committee: This committee will consider, evaluate and review matters concerning water and wastewater services provided by the District.

**4020.23.4** Finance/Policy Review Committee: This committee is responsible for formulating, reviewing and updating policies for approval by the Board. It will also oversee management and development of the District's budget, reserves and investments and will consider, evaluate and review matters concerning District finances and assets.

**4020.24** Authority. Standing Committees do not have authority to make decisions on behalf of the Board, except for routine tasks that have been delegated to a specific Standing Committee by an adopted policy or resolution.

**4020.25** Schedule. Standing Committees will be normally scheduled for the first Wednesday of each odd-numbered month (i.e. January, March, May, etc.), but will only be held if there is a need required by Policy or if the Board's agenda will be better served by first discussing items in a Committee. Committee schedules for each calendar year, including any exceptions to the normal schedule, will be approved by the Board each year as part of the Board's annual meeting calendar.

**4020.26** Members. Two Board members shall serve on each Standing Committee. The incoming Board President shall appoint the members of the Standing Committees for the ensuing year no later than mid-December. Board members shall serve on their assigned standing committee(s) for a term of January 1 through December 31.

Selection of Standing Committee members should be selected to best serve the Board's work. Generally, Standing Committee members will be selected based on personal expertise or skills related to the specific purpose of the assigned committee. However, a member may be assigned to a Standing Committee to broaden that individual's experience or expertise in a specific area.