



BEAR VALLEY COMMUNITY SERVICES DISTRICT

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4105

ADOPTED: October 23, 2025

4105.1 Temporary Advisory (ad hoc) Committees:

The Board President shall appoint any such temporary advisory committees as may be deemed necessary or advisable by the President or the Board. The purpose of a temporary advisory committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment. A temporary advisory committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first.

- 4105.1.1 A temporary advisory committee typically shall be composed of two board members who are nominated by the president at a regular meeting of the Board of Directors. The president's nominations may then be approved by a majority of the Board by a motion vote. The president will designate which of the board members will serve as the chair and vice chair of the committee. In addition, the president may appoint up to three volunteers who are not board members, which may be approved by a majority of the Board by a motion vote. Volunteer committee members must be registered voters in the district and may not be district employees.
- 4105.1.2 A temporary advisory committee may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory committee. Ad hoc committees are not authorized to conduct any meetings in closed session. All members must meet as a full committee and may not be divided into "subgroups" that meet separately.
- 4105.1.3 A temporary advisory committee shall meet on an as needed basis and shall not have a meeting schedule fixed by charter, ordinance, resolution, or formal action of the Board unless such committees consist of appointed individuals who are not members of the board of directors. The chair of the committee and general manager will schedule the meetings and set the agenda.
- 4105.1.4 The opportunity for volunteers to participate in a temporary advisory committee must be publicized at a regular board meeting and on the district website. If volunteers are appointed to a temporary advisory committee, the specific task of the committee and the time frame of the committee's existence will be sent out in a letter to each volunteer member, and the member will be asked to acknowledge by his or her signature on a copy to be retained by the district that the committee's task and beginning and ending dates, and the state's open meeting laws are understood and will be followed.

4105.2.5 A volunteer may be removed from a committee at any time by a majority vote of the board.

4105.2 Standing Committees:

The Board shall create such committees as may be deemed necessary or advisable by a majority of the Board. All meetings of standing committees are subject to the requirements of all applicable open meeting laws, including but not limited to the Brown Act. The purpose of standing committees is to assist the Board in reviewing District functions, activities, and operations pertaining to the committees' designated subject matter areas as described below.

4105.2.1 Each Standing Committee shall be composed of two board members who are nominated by the president at the first regular meeting of the Board of Directors in January. The president's nominations may then be approved by a majority of the Board by a motion vote. The president will designate which of the board members will serve as the chair and vice chair of the committee. In addition, the president may appoint up to three volunteers who are not board members, which may be approved by a majority of the Board by a motion vote. Volunteer committee members must be registered voters in the district and may not be district employees. The general manager and/or appointed staff member will attend each committee meeting.

4105.2.2 Any recommendations from standing committees shall be submitted to the Board via a written or oral report. The chair or vice chair will report on committee activities to the board.

4105.2.3 Standing committees shall have a meeting schedule, time, and place fixed by resolution of the Board. The chair of the committee and general manager will schedule the meetings and set the agenda. Agenda items should be matters within the subject area of the committee.

4105.2.4 On or before December 31 of every even numbered year, the district will prepare a list of volunteer appointments of all standing committees and will begin to solicit applications for volunteers for such committees the following January. The list must include the name of current appointees and the date of the original appointment. The list and the solicitation of applications for volunteer members will be publicized at regular board meetings and on the district website. The application process will close at the end of February of each following odd numbered year.

4105.2.5 Volunteer committee members will be appointed by the board at the first board meeting in March of odd numbered years and will serve for a two-year term until March of the subsequent odd numbered year, or until a successor is named. If a vacancy occurs, such vacancy may be filled by appointment by the board for the

remainder of the current term. A volunteer may be removed from a committee at any time by a majority vote of the board.

- 4105.2.6 The Board has established the following standing committees: Administration Committee, Finance Committee, Infrastructure Committee, Public Safety Committee, and Liaison Committee. Committee assignments and tasks may be established by the Board President, a majority vote of the Board, or on the committees' own initiative.

Administration Committee – shall be concerned with personnel, proposed ordinances, resolutions, District policies, and other management matters.

Finance Committee – shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

Infrastructure Committee – shall be concerned with the development, operation, and maintenance of district facilities.

Public Safety Committee – shall be concerned with public safety issues such as police, disaster preparedness and response, and hazard mitigation.

Liaison Committee – shall be concerned with developing and maintaining a mutually beneficial relationship between the District and the Bear Valley Springs Association (HOA).