

PROCESS FOR BOARD SUBCOMMITTEES

Board and/or Commission (i.e., Parks and Recreation Board)

(7 members, 2 alternates, quorum based on regular members = 4 members)

- Board as a whole determines if a subcommittee is needed for a project.
- Discussion item placed on Agenda declaring a subcommittee is being created for Project "X" providing for transparency and outlining expectations.
- Board as a whole nominates board members to serve as **BOARD SUBCOMMITTEE MEMBERS** (Subcommittee should be less than a quorum).



Adding Participants to Subcommittee for Project "X"

- Board members are the subcommittee.
- **BOARD SUBCOMMITTEE MEMBERS** will recruit volunteers to participate on the subcommittee either via City social media sites, known expressed interest from participant, or applications received via City website.
- No limit on number of participants.



Subcommittee Meetings

- **BOARD SUBCOMMITTEE MEMBERS** will setup meeting and contact participants.
- No agenda is required when board subcommittee members are meeting in numbers less than quorum.
- Meetings can be held at City facilities during normal working hours, or other off-site locations can be used.
- Number of meetings required will be determined by **BOARD SUBCOMMITTEE MEMBERS**.
- Obtain information necessary from participants for Project "X".



Report from Subcommittee

- **BOARD SUBCOMMITTEE MEMBERS** will report back to the Board as a whole their findings from the subcommittee meetings.
- Item placed on agenda to receive **BOARD SUBCOMMITTEE MEMBERS** report for Project "X".
- Participants may attend regular board meeting, open to the public.