

## **Ad Hoc Committee Summary**

### **September 17, 2024**

I. Call to Order – 3 p.m.

II. Appointment of Ad Hoc Committee Chair

Erin Rowland was elected Ad Hoc Committee (Ad Hoc) Chair and will be responsible for progressing through the agenda, facilitating discussions on the bylaws, and reporting Ad Hoc actions and discussions to the Task Force.

III. Discussion on Creating an Outline for Task Force Bylaws

- Administrative

The bylaws will focus on establishing procedural practices that are not specified in other statutes/codes, such as the procedure for selecting new Subcommittee Chairs and the limit on the number of seats for each respective subcommittee.

State statute requires creation of the Task Force with areas the Task Force must oversee. There are no additional stipulations in the statute, giving the Ad Hoc freedom to establish bylaws that enhance the operational efficiency of the Task Force.

Development of bylaws will provide clarity on whether the Task Force is adjudicative or legislative in nature.

The bylaws can be edited to ensure compliance with relevant codes and County policy. Jonathan Brazile will provide counsel on what can be included in the bylaws.

- Substantive Goals

The goal of the Ad Hoc is to focus on establishing the rules and procedures for the Task Force and Subcommittees. The bylaws are intended to add substance or clarification to gray or missing areas of protocol.

- Inclusion of Subcommittees

Subcommittees are included to the extent of establishing rules and procedures for their respective protocols and providing training materials to new members to help them better understand their roles and responsibilities.

- Resources

The primary resources the Ad Hoc will utilize are the draft bylaws prepared by staff, which provide the framework for structuring the bylaws and identifying issues that need to be

addressed. Bylaws and practices from other Ad Hoc Committees will also provide insight into the authority and responsibility of the current Ad Hoc.

Margaret Clark requested information on the statute that limits the Task Force's ability to take positions on legislation and inquired whether the statute can be changed or reversed.

Jim Smith requested access to the full Board Policy manual. Jonathan stated he would send Carol Saucillo a link to the manual and a reference to the specific policy that prohibits County commissions from taking positions on policies, to disseminate to the Ad Hoc.

Chris Sheppard added that staff would confirm whether there are other areas of the Task Force's work that have stand-alone board policies beyond the legislative aspect.

- Timeline

Jordan Sisson believed the Ad Hoc could complete the drafting of the bylaws within three to four months, which would involve refining the existing draft bylaws prepared by staff. Then they could be presented to the Task Force.

#### IV. Items to Agendize for next meeting

The Ad Hoc will forward their respective redlined versions of the draft bylaws to Carol. The compiled version will be sent back to the Ad Hoc prior to the next meeting, so the changes can be reviewed and discussed at the meeting scheduled remotely for Tuesday, October 15, 2024, at 3 p.m.

#### V. Adjournment – 4 p.m.