

COMMUNITY ADVISORY COMMITTEE PROCEDURES

This document serves as a supplement to the Community Advisory Committee (CAC) workplan to provide clarity on expected procedures for how the CAC operates and interacts with EBCE staff and the Board. The following procedures are included:

- Updating the Work Plan
- Running CAC meetings
- Interacting with EBCE Board of Directors
- Adding Agenda Items to Board of Directors Meetings
- Interacting with EBCE Staff
- Creating Ad-hoc or Subcommittees

Updating the Work Plan

The CAC will review and update the work plan periodically and bring it back to the Board if ongoing changes are found to be needed.

Responsibility: CAC Chair and Vice-Chair (or delegation to a CAC ad-hoc committee)

Running CAC meetings

The CAC meetings are currently held two days prior to the Board meeting (held on a Monday before the Wednesday Board meeting) when possible. When feasible, the CAC meetings may be held further in advance of the Board meetings to allow sufficient time to add agenda items to the next Board meeting.

The CAC meetings are supported by EBCE staff and each group has specific responsibilities.

Responsibilities:

- CAC Chair:
 - Set agenda for meeting, incorporating EBCE Board agenda prepared by staff
 - Determine if meeting dates are required or should be cancelled
 - Determine which specific agenda items from the upcoming Directors meeting will be prioritized during the CAC meeting
 - Run CAC meetings (ensure that all CAC members and community are heard, work to keep meetings to allotted time, etc.)
- CAC Vice-Chair: step in for the CAC chair as needed
- CAC members:
 - Attend each meeting or inform EBCE staff and the CAC chair that they will be late or absent
 - Review the packet information and come to the meeting ready to discuss
 - If requested and where feasible, participate in sub- or ad-hoc work groups that may be set up to cover specific topics
- EBCE staff:
 - Support CAC chair to set CAC agenda
 - Schedule CAC meeting locations
 - Appropriately notice CAC meeting according to Brown Act requirements
 - Upload all documents for CAC meeting at least three days before CAC meeting (i.e., by 6 PM the Friday before the CAC meeting)
 - Take notes during CAC meetings

- Send CAC recommendations to the Board in a timely fashion so they have a chance to review prior to meetings
- Respond to questions during CAC meetings as requested
- Advise CAC members regarding legal issues during and between meetings when needed
- Assist the CAC Chair and Committee to understand internal and external policies and procedures that:
 - govern public bodies
 - follow the spirit of the JPA and EBCE, it's Board and Advisory Committee, and community input in the development of EBCE
 - allow the CAC to achieve its goals in accordance with the JPA and work plan

On Substantive Recommendations:

- The CAC will seek consensus (defined as unanimity) of Committee members where possible. Where consensus is not reached, the Chair will seek to communicate the diverging views in delivery of the recommendation to the Board.

Adding Agenda Items to Board Meetings

There are three types of agenda items the CAC may bring the Board meeting.:

1. **Standing Board Agenda Item: CAC Report.** The CAC report can be a standing item on the Board agenda, in which the CAC Chair or Vice Chair reports on what occurred in the CAC meeting. The CAC may or may not provide written documentation and will answer any questions posed by Board members.
2. **Adding Board Agenda Items:** Agenda items aside from the standing CAC report must be added more than 72 Hours before Board Meeting per the Brown Act. As a member of the Board, the CAC Chair may request that an item be added to the agenda. All agenda items are subject to approval by the Chair of the Board.
 - a. **Discussion item.** Discussion items do not require a written memo if the title of the agenda item is descriptive.
 - b. **Action item.** Action items require that the Board call for a vote on the issue. Action items require a memo describing the issue as well as a recommendation. If the action item is requested by the CAC, the CAC shall furnish a written recommendation for the action.

Interacting with EBCE Board of Directors

The CAC Chair is an ex-officio member of the Board of Directors, and is a non-voting member. The CAC Chair attends all Board meetings to provide advice to the Board.

CAC members may discuss any issue with any member of the Board at any time as long as all legalities are upheld, i.e., no serial conversations or other violations of the Brown Act. At Board meetings, the Chair shall represent the position of the CAC from her/his position, therefore CAC members are not supposed to speak at public comment for issues on which the CAC made a recommendation. CAC members are free to speak on any issues on which a recommendation was not provided by the CAC.

Interacting with EBCE Staff

CAC members may discuss any issue with any EBCE staff at any time.

Creating Ad-hoc or Subcommittees

The CAC may create ad-hoc committees or subcommittees to address issues more in depth outside of CAC meetings and bring findings or recommendations back to the full CAC.

Ad-hoc committees are temporary committees appointed for a specific purpose, such as updating the work plan. Ad-hoc committee meetings do not require public notice and thus must have fewer than five members of the CAC to avoid violations of the Brown Act. Ad hoc committees and committee meetings can include non CAC community members.

Standing subcommittees are permanent subcommittees created to review long-term issues, such as rates or budget. These meetings must be publicly noticed and agendized in line with the Brown Act.

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