

AD HOC COMMITTEES (Work Groups)

I. DEFINITION: Ad hoc committees:

- A. Serve only a limited or single purpose
- B. Are time limited and are dissolved when their specific task is completed.
- C. Contain less than a quorum of board/commission members. (Note: In some counties, ad hocs may contain only 2 members due to local statutes.)
- D. Do not meet on a regular fixed-meeting basis.
- E. Are exempt from complying with the Brown Act if all of the above conditions are met.

II. FUNCTION: Special problems (eg lack of local residential facilities for adults with mental illness) and projects (such as Annual Reports, Data Notebooks, reviewing MHSA Plans, and individual Site/Program Visits)* are often best facilitated by a small committee that can work together outside of the board/commission meeting. The job of the ad hoc is to:

- A. Conduct research meetings
- B. Compile and analyze information
- C. Report back (in writing and/or verbally) to the board/commission.

* Reminder: Ad Hocs are time-limited (usually a few months).

III. IMPLEMENTING AN AD HOC – The following are *suggested* steps. Board leadership or the Chair may use a *less formal process*, provided that the ad hoc created is exempt from complying with the Brown Act (meets criteria in the definition above).

- A. Work Plan (Written Draft). The draft work plan should include:
 1. An Ad Hoc (or Work Group) Name
 2. A description of the purpose of the Ad Hoc that links the proposed work to one or more of the WIC 5604.2 Duties or Annual Goals.
 3. The number of proposed members for the workgroup
 4. A description of how the work group will accomplish its purpose (identify people to meet with, documents to review, etc.)
 5. An approximate schedule of tasks and target date of completion (begin, submit report to Executive Committee, report to board)
- B. Role of Executive Committee (EC):
 1. Review each ad hoc proposal submitted in writing.
 2. Review and approve or deny the request.
 3. Review and identify aspects of the plan that require revisions, including, but not limited to:
 1. Areas that are unclear or too broad.
 2. Areas that may be unnecessary or out of the scope of the board/commission duties or goals.
 3. Clarifications regarding how the work group plan goals can be met.
 4. EC or Board/Commission Chair appoints an ad hoc chairperson
 5. EC provides written approval