



majority vote to serve on the committee. Every Standing committee shall keep action minutes of each of its meetings, and every committee shall report to the Board periodically concerning its activities.

The Board may, by majority vote, appoint a temporary Committee Member to serve during the absence of a regular committee member.

Any member of a committee may be removed at any time by the Chair, subject to the consent of the Board.

## **Section 2. Standing Committees.**

### **Planning**

A Standing Committee on Planning, composed of two Board members, and up to Six community members, will be chaired by the Vice Chair and shall meet at least quarterly and report to the Board thereafter. The purpose of the Planning Committee includes but is not limited to

- Developing a plan and performing oversight for projects authorized by the Board;
- Developing a plan and performing oversight for ongoing facilities maintenance and a five-year facilities improvement plan;
- Recommending community members as appropriate for Board appointment to the Planning Committee;

### **Finance**

A Standing Finance Committee composed of two board members and up to Six community members, will be chaired by the Treasurer, and shall meet at least quarterly and report to the Board thereafter. The purpose of the Finance Committee includes but is not limited to:

- Ensuring an annual independent audit is performed;
- Providing a budget recommendation to the Board in May of each year for adoption in June;
- Recommending and overseeing fiscal policies and investments, and accounting and budgeting practices;
- Reviewing Board financial statements and reports; and
- Reviewing Measure C Committee recommendations;

## **Section 3. Ad Hoc Committees.**

*Ad hoc* committees, including not more than two directors, may be established by the Chair for defined tasks of a limited duration. The Chair shall notify the Board that an *ad hoc* committee has been established, and the purpose thereof. An *ad hoc* committee shall only perform those duties assigned by the Chair, and upon their completion be discharged. The Chair shall determine the members of the committee. The Chair shall be notified in advance of all *ad hoc* committee meetings.

## **ARTICLE IV. DISSOLUTION**