

**First 5 Policy/Procedure:  
Commission Standing and  
Ad Hoc Committees**



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**Subject:** Commission Committee Governance

- I. **Purpose:** To establish guidelines, processes and rules related to the establishment and staffing of various Commission Committees.
- II. **Scope:** This policy governs the conduct and activities related to establishment and staffing of Commission committees.
- III. **Policy Content and Guidelines:**
  - A. Definitions:
    1. The Commission: The Riverside County Children and Families Commission, also known as the First 5 Riverside Commission.
    2. Standing Committee: A Standing Committee of the Commission are those committees that meet the following criteria:
      - a. Have names, duties, composition and terms that are determined by the Commission.
      - b. Has a perpetual purpose.
      - c. Members are appointed by the Commission.
      - d. Has no independent powers and/or authority outside of the Commission
      - e. Subject to the provision of the Ralph M. Brown Act.
    3. Ad Hoc Committee: Ad Hoc Committees:
      - a. Have names, duties, composition and terms that are determined by the Commission.
      - b. Temporary in nature, serve a specific purpose and once the purpose has been served the committee ceases to exist.
      - c. Members are appointed by the Commission and composed of less than a quorum of the Commission or its Advisory Committee. An Ad Hoc Committee may be composed solely of subject matter experts and/or community members who are recipients of services and staffed by First 5 staff.
      - d. Has no independent powers and/or authority outside of the Commission
      - e. Not subject to applicable sections of the Ralph M. Brown Act relating to meetings of local agencies.
  - B. Establishing Committees  
Committees shall be established and by formal action of the Commission as it deems necessary. The formal action shall determine the Committee:

1. Purpose, duties and responsibilities
2. Composition (number, expertise, term)
3. Type (Standing or Ad Hoc)
4. Reporting requirements

C. Membership

1. Standing Committees: Shall consist of select members of the Commission and the Advisory Committee to the Commission and determined by Commission appointment.
2. Ad Hoc Committees: Shall consist of members of the Commission or the Advisory Committee to the Commission and may consist of Riverside County community members or that are not members of the Commission or its Advisory Committee. In no case shall the membership of these committees constitute a quorum of either the Commission or the Advisory Committee to the Commission.
3. Appointments: Members of standing or ad hoc committees shall be appointed by the Commission during a regularly scheduled or special meeting of the full Commission. Appointed members shall disclose all potential conflicts in accordance with Sections IV., V and VI. of the Commission's Conflict of Interest policy:
  - a. IV. - Declaration of Conflicts at Commission Meetings
  - b. V. - Elected Officials and Donations
  - c. VI. - Additional Considerations for Conflict of Interest Concerns
4. Term: All appointed members shall serve at the pleasure of and with terms designated by the Commission at time of appointment.
5. Compensation: Appointees shall serve without compensation, but may receive reimbursement for approved actual and necessary Commission related expenses incurred as a result of participation on the Committee. Reimbursable expenses include approved travel such as transportation, meals and lodging, not to exceed the amounts authorized by the Executive Director in accordance with established Commission Travel and Expense Reimbursement policy.

IV. References:

1. Riverside County Children and Families Commission Conflict of Interest Policy
2. Ralph M. Brown Act (California Government Code Section 54950 – 54963)