

RESOLUTION No. 3390A

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ESTABLISHING GUIDELINES FOR SUBCOMMITTEES OF THE TOWN COUNCIL**

WHEREAS, from time to time, the Town Council appoints subcommittees to address policy matters of interest to the Council; and

WHEREAS, the Council desires to establish guidelines for subcommittee appointments, scope of work, and procedures,

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the San Anselmo Town Council establishes the following guidelines for the appointment of Council subcommittees:

1. Council has full discretion to appoint a subcommittee on any matter. Typically, subcommittees will be appointed to consider matters involving:
 - a) Neighborhood issues; matters between neighbors, such as disputes, planning applications, infrastructure improvements, property uses and/or nuisances.
 - b) Community and Town issues, and development of policies to address those issues; discussion on the structure of the implementation of Town policies.
 - c) Subcommittees typically will not be established to address administrative matters, such as internal policies and procedures, unless determined by Council to have significant or long-range impact.
2. Subcommittees typically will be ad-hoc, and will exist to address the issues assigned by the Council, or which, in a limited scope unless otherwise assigned by the Council, evolve from the work of the subcommittee.
3. Subcommittees will be appointed by the Council at a Council meeting. Typically, the subcommittees will consist of two Councilmembers, but may be fewer or more at Council discretion as the circumstances warrant. While typically Council subcommittees will be limited to Councilmembers, Council may appoint persons to serve if the circumstances warrant broader participation.
4. Council shall state the charge to the committee, including scope of work, product, timeframe, and any other expectations or limitations in the performance of its work.
5. Subcommittees may request assistance from staff in the form of scheduling meetings, collecting data, analyzing information and alternatives, recommending policies and processes, and preparing reports to Council.
6. Subcommittees and their members are accountable to the Town Council. Subcommittee viewpoints and actions do not represent the full Council.
7. Subcommittees will meet as needed, as determined by the Council subcommittee members or Council. Any subcommittee with a majority of the Council serving as

members must post and open its meetings to the public in conformance with state open meeting laws.

8. Subcommittees will periodically report to Council, verbally or in writing, on their progress. The reporting frequency will depend on the scope of the subcommittee's work, and typically would be no less than semi-annually.
9. If in the course of its work, subcommittees conclude that a change in their charge is warranted, the subcommittee shall report to Council on the changes in circumstances and a recommendation on the change in the charge.
10. Subcommittees shall report to the Council when they have reached conclusions that warrant Council action, or when they have completed their work and their charge has been fulfilled. The reports are to be in writing, unless they are brief and may be summarized verbally for the Council minutes. The final report shall include a recommendation for Council action, which may be acceptance of the report, initiation of policy, direction to staff or Boards and Commissions, or other actions.
11. Subcommittees will serve until completion of their assigned task. The subcommittees that have been established will be reviewed by Council no less frequently than the bi-annual review of Council appointments to committees.

I hereby certify that the foregoing resolution was duly passed and adopted on the 10th day of June, 1997, by the following vote, to wit:

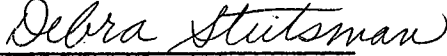
Ayes: Hodgens, Overberger, Breen, Kroot

Noes: Chignell

Absent: None

Abstain: None

ATTEST:


Debra Stutsman, Town Clerk