

EXHIBIT A

Definition and rules applying to subcommittees Marc Saltzberg
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MOTION: Please create a standing rule that defines subcommittees and a procedure for setting them up. My initial suggestions are:

Per the City Attorney:

Sub-committees of the VNC's standing and ad-hoc committees **MUST** comply with the Brown Act, including 72hr advance posting of Agendas, substantive agendas that list the subject matter to be discussed and acted upon, and posted minutes of the meetings.

A committee or sub-committee is any body that:

- a. Is recognized by the board or one of it's committees as having subject matter jurisdiction over an area of interest to the VNC.
- b. Makes non-procedural decisions and / or motions regarding its subject matter that may appear on a committee or board agenda
- c. Consists of more than one voting member

To be clear:

If a group is doing research only and does not formulate or recommend motions or make decisions about subject matter, then it does not function as a committee or subcommittee and does not need to comply with the Brown Act.

Subcommittees must follow the same operational rules that the VNC applies to ad hoc committees except that they report to their parent body, not the VNC Board.

This means that the parent body must make motions that create sub-committees; define their subject matter (and or mission if a mission statement is necessary) and duration; and dissolve them when necessary if they are not term-limited.

Committee chairs are responsible for any subcommittees created by their committees. They report to the Board and take responsibility for subcommittee activities in the same way the President and Vice President are responsible for

committees. From the Board's perspective, the activities of the subcommittee are the activities of the parent committee. In no case will a sub-committee exceed the term of the VNC Board or survive if its parent body is dissolved (either by board-action or term limits).

The VNC strongly suggests that a subcommittee have a chair to enforce rules of order, our codes of ethics and civility, and ensure agendas, minutes and other organizational / administrative details are properly handled. The VNC strongly suggests that the Chair (or at least one co-chair of the subcommittee if co-chairs are appointed) is a member of its parent body.