

A Policy of the Gualala Municipal Advisory Council**(Adopted 5 August 2010)****“Policy Regarding the Formation of GMAC Standing Committees”**

One of the specifically enumerated advisory powers of the Gualala Municipal Advisory Council (GMAC) is “Planning” in the Gualala area. Resolution Number 97-03 5 of the Mendocino County Board of Supervisors specifically states that GMAC is to “advise the Board of Supervisors on current and long term planning and development projects.”

There are instances when strategic and/or long-term “planning” initiatives, deemed to be within the GMAC jurisdiction, will require the formation of standing committees to develop a framework and define parameters for community input and Council approval.

The GMAC members wish to adopt a formal and consistent protocol for such instances for purposes of transparency, clarity, and to diminish any suggestion of conflicts of interest. Therefore, Council members will adhere to the following:

- 1) Prior to formation, all suggestions or requests to establish a standing committee must be formally approved by GMAC.
- 2) A standing committee Lead is defined as a member of GMAC and must be formally approved and assigned by the Council.
- 3) The maximum number of standing committee members will consist of no more than three (3) GMAC Members.
- 4) Public notification of standing committee formation and termination will be accomplished through normal distribution of the GMAC agenda and minutes.
- 5) The standing committee Lead(s) may invite individual input from a resident of the GMAC Sphere of Influence for his/her expert advice and recommendations.
- 6) Upon Council approval of Lead(s), the Lead(s) will determine a venue, meeting date(s), and frequency. Once this is established, the GMAC and the public will be notified at subsequent, regularly scheduled GMAC meetings.
- 7) Standing committee Lead(s) shall report the GMAC on its initiative(s) at regularly scheduled GMAC meetings. Agenda, minutes, and other relevant print material of the standing committee shall be will be formally approved by the GMAC and subsequently published on the GMAC website. Whenever practicable, as it becomes available, notification of availability shall be emailed to all GMAC members and its administrator. The Brown Act and Robert’s Rules of Order shall be followed throughout all standing committee activities.
- 8) 7) This policy will be reviewed and revised as necessary.