MECKLENBURG BOARD OF COUNTY COMMISSIONERS POLICY AND STANDARD OPERATING PROCEDURES FOR BOARD COMMITTEES

The Mecklenburg Board of County Commissioners (the "Board") shall maintain standing committees of the Board ("standing committees") as determined by a majority vote of the Board. The Board also may establish non-standing committees ("ad hoc committees") as determined by a majority vote of the Board.

All standing committees and ad hoc committees established by the Board are subject to this "Policy and Standard Operating Procedures for Board Committees" with the exception of the Audit Review Committee and the 2013 Ad Hoc County Manager's Search Committee. The Audit Review Committee is established by and operates in accordance with a separate charter adopted by the Board and therefore is not subject to this Policy and Standard Operating Procedures for Board Committees. The 2013 Ad Hoc County Manager's Search Committee also operates in accordance with a separate Policy adopted by the Board and therefore is also not subject to this Policy and Standard Operating Procedures for Board Committees.

Establishing or Dissolving Committees: At its first regular meeting in January each year, the Board will establish, re-affirm or dissolve standing committees as determined by a majority vote of the Board. The Board may dissolve a standing committee at any time as determined by a majority vote of the Board, provided that dissolving the standing committee is properly on the agenda of the Board meeting. The Board may establish an ad hoc committee any time it deems appropriate as determined by a majority vote of the Board, provided that the item to be referred to the ad hoc committee is properly on the agenda of the Board meeting or establishment of the ad hoc committee is properly on the agenda of the Board meeting. The Board may dissolve an ad hoc committee at any time as determined by a majority vote of the Board, provided that dissolving the ad hoc committee is properly on the agenda of the Board meeting or that a report of the ad hoc committee is properly on the agenda of the Board meeting.

Attendance: Regular attendance at all committee meetings is an important responsibility of each committee member and will require that time commitments be strictly met. Because each committee may meet infrequently as needed, a cancelled meeting due to lack of a quorum would be detrimental to timely deliberation and disposition of issues.

Quorum: As a standard practice, standing committees and ad hoc committees will be comprised of four (4) members of the Board. For a four-member standing committee or ad hoc committee, a quorum shall consist of three (3) Board members. A quorum is needed to begin a meeting and to vote on recommendations the committee will make to the Board of County Commissioners. A quorum is not required throughout the meeting for the meeting to continue. If the Board establishes a standing committee or an ad hoc committee comprised of other than three (3) members, a quorum shall consist of the fewest number of members constituting a majority of the committee membership.

Chairman as Ex Officio, Voting Member: The chairman of the Board will serve as an ex officio, voting member of each committee, with the exception of the Audit Review Committee. The chairman is not counted in determining the number required for a quorum, but will be counted in determining whether a quorum is present.

Committee Members and Chair: Within thirty (30) calendar days of the Board establishing standing committees, the Board chairman will appoint members and the chairs of the standing committees for one-year terms, or until the Board re-affirms or dissolves the standing committee consistent with the process described above for Establishing or Dissolving Committees.

The Board chairman will appoint members and chairs of ad hoc committees within ten (10) business days of the Board's establishing the ad hoc committee. Ad hoc committees may operate for a maximum of one year with its committee members appointed to a maximum of one year. If the Board desires for an ad hoc committee to continue operating beyond the time limit for its operation, the ad hoc committee must be re-authorized by a majority vote of the Board, with the Board chairman appointing the members and chair. Previous members and the chair of the ad hoc committee may be reappointed by the Board chairman. Each re-authorized ad hoc committee may operate for a maximum of one year, subject to re-authorization annually by a majority vote of the Board.

In appointing members of standing committees and ad hoc committees, the Board chairman will take into consideration the expressed interest of Board members to serve on committees, the expertise of Board members in consideration of the topics addressed by the committees, as well as considerations for balanced political affiliations on the committees**.** In addition, in appointing members of ad hoc committees, the Board chairman will attempt to balance members' differing views, if known, on the topic assigned to the ad hoc committee.

Before finalizing committee membership appointment, the Board chairman will consult with the County Manager to determine if the proposed appointments can be implemented without logistical conflicts, such as having committees that would result in Board members being scheduled for more than one committee meeting at the same date and time.

Agenda Distribution: To ensure each Board member is apprised of issues coming before each committee, the agenda for each committee will be distributed to all members of the Board. Board members who are not members of a committee may elect to attend the meetings and may participate in discussion, but may not vote and will not be counted toward determination of a quorum. Board members wishing to receive back-up materials for committees on which they don't serve may do so by contacting the staff liaison to the respective committee, if these materials are not distributed to all members of the Board.

Referrals to Committee: Items may be placed on a committee agenda by majority vote of the Board at any meeting of the Board, provided that the item to be placed on a committee agenda is properly on the agenda of the Board meeting.

The County Manager may make recommendations to the Board on which items should be referred to a committee and which committee is appropriate to receive the referral.

Committee Meeting Schedule: As a standard practice, meetings of standing committees and ad hoc committees will be scheduled by staff to be held from 3-5 p.m. on the same meeting dates as the Board's regular meetings. However, committee meetings may be scheduled at different dates and times to accommodate the availability of members, availability of meeting space, other meeting participants, the meeting topic(s), or other logistic factors. Meetings will be scheduled by staff in consultation with and approval of the committee chair, after the Board refers an item to the committee.

Committee Agenda Criteria: The Board may place any item on a committee agenda. However, it is contemplated that generally committees will address issues such as:

- Proposed new policies/ordinances requiring Board approval
- Proposals to add or delete major services
- Proposed amendments to County policy or services that change the policy intent or substantively change the manner of business operations.
- Proposed new positions requiring County dollars
- Proposed new funding requiring County dollars

The committee chair will determine the committee's meeting agenda and any meeting participants or speakers. The committee chair will direct staff in preparing the agenda and inviting additional participants or speakers.

Committee Reporting: Committees will make reports and/or recommendations to the full Board at Board meetings. Should a committee wish to engage the full Board in discussion of an item prior to making a recommendation, the committee may place an item on the Public Policy Workshop for discussion and input from the full Board. This would generally occur when the committee believes there is lack of consensus on the committee and/or when the committee determines that further input is needed from other Board members before an item is placed on the agenda of a regular meeting. Each committee will determine, on a case-by-case basis, the format for making reports and recommendations to the Board. The committee will be required to report the vote of the committee on each recommendation to the Board (e.g., 4-0; 3-1; 2-2). If a minority position exists, this position also may be reported to the Board. A split decision (e.g., 2-2) will necessitate both positions being reported to the Board.

Meeting Minutes: Summary minutes of committee meetings will be produced by staff and maintained in the Clerk to the Board's Office.

Board Agenda Items: Consistent with Board policy that provides rules for placing items on the Board's meeting agenda, members of the Board may place an item on the Board's agenda, regardless of whether this item is being addressed by a committee. A majority

vote of the Board would determine if the item should be acted upon by the Board or continue to be addressed by the committee.

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