

**Excerpt from the City of Berkeley Commissioners' Manual (2012 Edition)  
Chapter II.C.5**

**5) Temporary Subcommittees**

From time to time the commission or the chairperson, with the confirmation of the commission, may appoint several of its members but fewer than the existing quorum of the present body to serve as a temporary subcommittee. Only commission members may become members of the subcommittee, however, the subcommittee shall seek input and advice from the residents, related commissions, and other groups. Subcommittees must be reviewed annually by the commission to determine if the subcommittee is to continue. Please consult Chapter IV for noticing and agenda requirements applicable to subcommittees. All City of Berkeley commission subcommittees are considered *ad hoc* single purpose committees.

Upon creation of the subcommittee, the parent body shall allow it to operate with the following parameters:

1. A specific charge or outline of responsibilities shall be established by the parent body.
2. A target date must be established for a report back to the parent body.
3. Maximum life of the subcommittee shall be one year, with annual review and possible extension by the parent body.

In the rare cases where it is deemed necessary to establish a joint subcommittee between commissions, the joint subcommittee shall be approved by the City Council and members designated by the City Council in accordance with the Fair Representation Ordinance.

Subcommittees make recommendations only to the parent commission. Subcommittee recommendations must be adopted by the parent commission before they can be forwarded to Council. A subcommittee may not represent the parent commission before the Council or other bodies unless it has first received the authorization of the parent commission to do so.

Subcommittees shall conduct their meetings in public and in accessible locations that are open to the public. Meetings may be held at privately owned facilities provided that the location is open to all that wish to attend and that there is no requirement for purchase to attend. Agendas for subcommittee meetings must be posted in the same manner as the agendas for regular commission meetings except that subcommittee agendas may be posted with 24-hour notice instead of 72-hour notice.

The secretary is not required to attend or take minutes at meetings of subcommittees. City staff may attend and participate in subcommittee meetings. Depending on the

desires of the subcommittee members, City staff may participate the same as members of the public, or may be called upon to offer insights or provide information during discussion.

Subcommittees must be comprised of at least two members. If only two members are appointed, then both must be present in order for the subcommittee meeting to be held. In other words, the quorum for a two-member subcommittee is always two. A temporary appointment does not assume the subcommittee membership(s) of the commissioner for which they are substituting on the full commission.

Certain requirements listed above may not apply to subcommittees seeking legal advice and assistance from the City Attorney or meeting with the City Manager or his/her designees for purposes of real estate or labor negotiations.