



BPC Policy No. 019

SUBJECT: AD HOC COMMITTEES

PURPOSE: To establish guidelines for the formation and subsequent work effort of ad hoc Committees.

POLICY STATEMENT:

From time to time, in view of the broad array of matters which come before the Board of Port Commissioners (Board) it is appropriate to appoint an ad hoc committee of the Board to assist in analyzing problems and to report its findings and recommendations to the full Board for consideration and action.

In order to maximize the benefits to be derived from ad hoc committees, it is prudent to establish guidelines for both their formation and subsequent work effort.

1. Ad hoc committees are special purpose committees formed for a limited duration to concentrate upon a specific problem. Ad hoc committees are not standing or permanent committees, and owing to their temporary advisory nature, may meet and deliberate upon the call of the committee's chair.
2. With the election and swearing-in each year of the Chair of the Board, all ad hoc committees in existence from the prior year shall be deemed dissolved.
3. Ad hoc committees shall be comprised of no more than three commissioners, including the Committee Chair.
4. When an ad hoc committee is formed, the specific nature of the committee's work shall be defined and the membership reported by the Chair to the full Board.
5. Ad hoc committees shall submit periodic status reports to the Board during a public meeting of said Board, so that all commissioners may be fully informed on the matters under study.

RESOLUTION NUMBER AND DATE: 2023-068, dated August 8, 2023 (Supersedes BPC Policy 019, Resolution No. 2008-103, dated June 10, 2008; Resolution 87-222, dated August 4, 1987).