

# Los Medanos Health Advisory Committee (LMHAC) Ad Hoc Governance & Membership Workgroup

## DRAFT CHARTER

### 1. Workgroup Status

This is an **ad hoc, non-standing committee** of the Los Medanos Health Advisory Committee. It is advisory in nature and has no independent decision-making authority.

### 2. Purpose and Charge

The purpose of the Governance & Membership Workgroup is to ensure the LMHAC's governing procedures are relevant, effective, and followed, and to support the full body's lifecycle of membership.

This charge includes an annual or as needed review and recommendations on:

- **Governance Tools:** Reviewing and proposing updates to the LMHAC Bylaws.
- **Procedural Tools:** Reviewing and supporting the implementation of the *Advisory Body Handbook* and other procedural tools.
- **Compliance:** Coordinating with staff to ensure compliance with all governing rules and procedures.
- **Membership:** Developing and recommending processes and goals for member recruitment, application review, and new member training/orientation.

### 3. Authority and Scope

The Workgroup serves in an advisory and planning capacity only.

- **Brown Act/BGO:** As an ad hoc committee with membership of less than a quorum of the full LMHAC, its meetings are not subject to the public notice requirements of the Ralph M. Brown Act or the County's Better Government Ordinance.
- **Decision-Making:** The Workgroup has no authority to make final decisions, establish policy, expend funds, or act on behalf of the full LMHAC.
- **Reporting:** All Workgroup findings and recommendations shall be presented to the full LMHAC at a properly noticed public meeting. The full LMHAC shall conduct all deliberation and take any final action on those recommendations in open session.

### 4. Membership

- **Composition:** The Workgroup shall be composed of [#] members of the LMHAC, which constitutes **less than a quorum** of the full body. **Membership must include at least one County staff member for administration.**

- **Selection:** Members, including the Chair, will be self-selected or appointed by the LMHAC Chair at the [Month, YYYY] public meeting.
- **Term:** This is an ad hoc Workgroup, not a standing committee. Its term shall be for the [YYYY-YYYY Fiscal/Calendar Year] to fulfill the specific charge of this workgroup. The Workgroup shall be automatically dissolved at the end of the term and requires a formal vote of reauthorization by the full LMHAC to be convened for a subsequent year.

## 5. Roles and Responsibilities

- **Workgroup Chair:**
  - Schedules and facilitates all Workgroup meetings.
  - Coordinates with the Staff Liaison to set agendas and prepare materials.
  - Reports on the Workgroup's progress and presents recommendations to the full LMHAC.
- **Workgroup Members:**
  - Attend and actively participate in Workgroup meetings.
  - Review governance documents and assist in drafting proposed revisions or new tools.
- **Staff Liaison:**
  - Provides administrative support to the Workgroup (scheduling, note-taking).
  - Provides information on county policies, compliance requirements, and recruitment procedures.
  - Co-drafts documents and recommendations as needed.

## 6. Meetings

- **Schedule:** Meetings shall be held monthly or as needed to fulfill the Workgroup's charge, with a focus on preparing recommendations for the full body's annual governance review and the seating of new members.
- **Location:** Meetings may be held virtually or in person at a location accessible to members.