



Considerations for Establishment and Operation of Subcommittees

Staff Presentation and Discussion of
Executive Committee's Next Steps

Governing Board Meeting

August 20, 2020

Item 3.c.i



SANTA MONICA BAY
RESTORATION COMMISSION
MANAGEMENT CONFERENCE OF THE NATIONAL ESTUARY PROGRAM

Executive Committee Roles and Functions



Providing oversight for the day-to-day activities of the Commission



Making decisions on behalf of the Commission, including matters of litigation



Forming subcommittees

Identifying the Need for Subcommittees

- What is the purpose of a subcommittee?
 - Define the objective we are trying to achieve
 - When should they be established?
 - What would we want them to accomplish?
 - What is the scope of work?
 - What are the deliverables?

Identifying the Need for Subcommittees

- What factors should be considered prior to establishing subcommittees?
 - Targeted topic/issue
 - Timeframe and urgency of issue
 - Extent of impact
 - Other mechanisms
 - Staff resources
- Should non-members of the Governing Board be able to be members of a subcommittee?

Identifying the Need for Subcommittees

- Can another component of the Commission or Host Entity address this objective? Other available mechanisms:
 - Updates or presentations from individual members
 - Refer to the Technical Advisory Committee
 - Refer to the Executive Committee
 - Refer to the Governing Board
 - Refer to the Santa Monica Bay Stakeholders
 - Refer to The Bay Foundation

Current Staff Priorities

- Proposition 50 grant program
- Comprehensive Conservation and Management Plan (CCMP) package
- Comprehensive Monitoring Program update
- Memorandum of Agreement update
- State of the Bay Report
- Measure W participation
- Litigation
- Public Record Act Requests
- Establishing subcommittees

Staff Recommendations

- If the Governing Board or Executive Committee identifies a purpose for forming a subcommittee that cannot be achieved through another mechanism, the Executive Committee would:
 - Define the objective, scope of work, and deliverables for a targeted topic/issue relevant to the Commission's mission and CCMP
- Subcommittees would not operate in perpetuity, but have defined finite objectives and timelines

Staff Recommendations

- Start with one subcommittee, only have one at a time
- Subcommittees would most likely include members of the Governing Board, but could also include members of the TAC or Host Entity staff
- SMBRC staff would develop recommendations for: procedures, formation of the subcommittee, feasible timelines given current workload

Questions and Discussion

- What is the purpose of a subcommittee?
- Should non-members of the Governing Board be able to be members of a subcommittee?
- What are some examples that we would want to consider forming a subcommittee to address?