

A Policy of the Gualala Municipal Advisory Council

“Policy regarding the formation of GMAC Sub-Committees”

One of the specifically enumerated advisory powers of the Gualala Municipal Advisory Council (GMAC) is “Planning” in the Gualala area. Resolution Number 97-03 5 of the Mendocino County Board of Supervisors specifically states that GMAC is to “advise the Board of Supervisors on current and long term planning and development projects.”

There are instances when strategic and/or long-term “planning” initiatives, deemed to be within the GMAC jurisdiction, will require the formation of sub-committees to develop a framework and define parameters for community input and Council approval.

The GMAC members wish to adopt a formal and consistent protocol for such instances for purposes of transparency, clarity, and to diminish any suggestion of conflicts of interest. Therefore, Council members will adhere to the following:

- 1) Prior to formation, all suggestions or requests to establish a sub-committee must be formally approved by GMAC.
- 2) A sub-committee Lead is defined as a member of GMAC and must be formally approved and assigned by the Council.
- 3) The maximum number of sub-committee members will consist of no more than two (2) Leads and seven (7) community members. A Community Member will be defined as a local resident living within the GMAC sphere of influence as a voter or participant in local government.
- 4) Public notification of sub-committee formation will be accomplished through normal distribution of the GMAC agenda and minutes.
- 5) At a subsequent, regularly scheduled GMAC meeting, sub-committee Lead(s) will submit a proposed list of Community Member participants for Council approval.
- 6) Upon Council approval of Lead(s) and Community Member participants, Lead(s) will determine meeting date(s) and frequency. Once this is established, the GMAC and the public will be notified at subsequent, regularly scheduled GMAC meetings
- 7) Sub-committee Lead(s) will update the GMAC and the public on the sub-committee’s initiative at regularly scheduled GMAC meetings. Agenda, minutes, and other relevant print material of the subcommittee shall be published on the GMAC website, when practicable, as it becomes available, and notification of their availability shall be emailed to all GMAC members and its administrator.
- 8) This policy will be reviewed as necessary.