

# Committees v. Working Groups

Committees	Working Groups
Permanent bodies	Temporary bodies
Meet quarterly	No meeting requirements
Present annual report to full board	Can make no final decision & must report back to board for action.
Comply with TOMA: Post agendas 72 hours in advance, record meetings; a quorum of members must be present	Does not comply with TOMA.
Only board members may be appointed (at least 3 but no more than a quorum of board members)	May appoint stakeholders (less than a quorum of board members appointed)
Dissolves after approval by Council Audit & Finance	Automatically dissolves after it reports recommendations to the board.
Long term matters	Assigned specific, short term assignments
Requires approval by Council Audit & Finance Committee & name and duties listed in bylaws.	

# Board Committees

- COMMITTEE means a body of board members established by an affirmative vote of the board, consisting of at least three board members, to which the board has delegated a defined matter, or matters.
- To avoid quorum of board, a committee should consist of less than a quorum of the board.

# Board Committees

- Comply with Texas Open Meetings Act.
  - Post agendas 72 hours in advance.
  - A quorum must be present to conduct meeting.
  - Record meetings & approve minutes.
  - Supported by staff liaisons.
- Bylaws include all established committees and their duties, and must be approved by CAF.
  - Determine the need and cost of staff resources.
- Present annual reports to the full board.
- A board may not designate or appoint a non-member to serve on a committee.

# Board Working Groups

- WORKING GROUP means a body of board members established by a vote of the board, consisting of less than a quorum of the board, to which the board delegates a defined matter, or matters, for consideration and recommendation to the board.
- A working group is automatically dissolved after it reports its recommendations to the board.
- A board may appoint a non-member or non-members to serve on a working group.
- Working groups do not have a staff presence & are not required to post agendas.