

DISCUSSION OF COMMITTEE MEMBER CRITERIA.

Chapter 7. Committee Meeting Procedures

Advisory Capacity

*Board Policy – February 21, 2008
Revised December 1, 2011*

Committee recommendations and reports shall be submitted to the Board in a timely manner for consideration and possible action.

Agendas

Board Policy – February 21, 2008

Agendas shall focus on the specific tasks assigned by the Board and include:

- Public comment
- Time for committee members to recommend new areas of study to be brought to the Board's attention for possible assignment.

Committee chairs shall confer with the Board President prior to including any agenda item that is not clearly within that committee's assigned purview. All Committee meeting agendas shall contain the statement: "A quorum of the Board may be present at the committee meeting. Board members who are not members of the committee may observe, but not participate or vote."

Appointments

*Board Policy – Adopted date
Revised December 1, 2011*

At the last meeting before the end of the fiscal year, standing committees shall make recommendations for possible members.

The Board President shall appoint the members to fill vacancies on each standing committee and appoint members to ad hoc committees.

Attendance at Committee Meetings

*Board Policy – February 21, 2008
Revised December 1, 2011*

Board members who are not members of the committee may attend a committee meeting and observe, but not participate or vote.

It is required that non-Committee Board members sit in the audience and not participate in the meeting discussion.

Dual Membership

Board Policy – February 21, 2008

A non-Board member cannot serve concurrently on more than two committees.

Meeting Rules

Board Policy – February 21, 2008

Meetings will be conducted under Robert's Rules of Order to the extent that it does not conflict with the Bagley-Keene Open Meeting Act or any other section of law.

Minimum Qualifications
Board Policy – February 21, 2008

The minimum qualifications for a non-Board member licensee to participate on a committee are:

- **Five years of professional experience**
- **An occupational therapist or occupational therapy assistant holding a current, active and unrestricted license**
- **No pending, current or prior disciplinary action**

Record of Meetings
Board Policy – February 21, 2008
Gov. Code § 11125.5 (d)

The minutes are a summary, not a transcript of each committee meeting. The minutes shall be prepared by Board staff and shall serve as the official record of the meeting. The Committee's recommendations and meeting materials shall be presented at the next scheduled Board meeting.

Approved minutes of the committee meeting are available to the public and shall be posted on the Board's website.

Recruitment
Board Policy – February 21, 2008

The Board shall actively recruit interested persons to serve on appropriate committees when vacancies exist.

Reimbursement of Travel-related Expenses
Board Policy – February 21, 2008

Consistent with the State Guidelines, Committee members are entitled to be reimbursed for travel-related expenses to attend Committee meetings.

Residence Requirement
Board Policy – February 21, 2008

A member of a standing advisory committee must be a California resident.

Staff Participation
Board Policy – February 21, 2008

Board staff provides advice, consultation and support to committees.

Recording
Gov. Code § 11124.1
Board Policy – February 21, 2008

Committee meetings will be recorded and/or webcast subject to supporting technology and barring technical difficulty. Recordings shall be retained until the minutes are adopted; the tape(s) shall then be destroyed.