
Measure T COC

Ad-Hoc Committee Guidelines

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Measure T COC Ad-Hoc Committee Guidelines

- Provide a viable method for investigating and researching projects and providing the COC with the results
- Make effective use of limited time available for projects and oversight

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Ad-Hoc Committees

- Study groups or focus teams
- Comprised of less than a quorum of members of the COC
- Small, flexible, focused
- Sanctioned or authorized for a specific purpose
- Allowed for specific short term tasks or projects
- Shall not last longer than six months
- Membership limited to COC members. Public or former COC members cannot be members

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Guideline Objectives

- Provides guidelines to facilitate conducting Ad-Hoc committees
- Standardizes the Ad-Hoc committee process
- Identifies Key Elements/Stages of Process
 - Recruitment of committee members
 - Lead selection
 - Define outputs/deliverables
 - Schedule & Milestones
 - Preparations
 - Participants and their roles
 - Meetings
 - Final report
 - Ad-Hoc committee resolution/conclusion

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Guidelines Benefits

- Provides a viable method for investigating and researching projects and providing the COC with the results
- Eliminates the need for Ad-Hoc to reinvent a process
- Enables the Ad-Hoc to focus on the subject item
- Allows COC to make effective use of limited time available for performing oversight
- Provides a quality Ad-Hoc completion item that contributes to the COC's efforts, activities, and accomplishments

Measure T COC Ad-Hoc Committee Guidelines

Reports

- Monthly Status
 - Identifies purpose, membership, plan, schedule, and status
- Final Status
 - Provides basic findings, recommendations, meeting metrics, and a summary
 - Provides the core of information and data for incorporating into the COC Annual Report
- Ad-hoc Final Report
 - Detailed findings, recommendations, and a summary

Measure T COC Ad-Hoc Committee Guidelines

Typical Ad-Hoc Committee Status Report

- Purpose: State purpose of Ad-Hoc (e.g. Workplan Description)
- Ad-Hoc Committee Membership: (who is on ad-hoc)
- Ad-Hoc Plan: What ad-hoc will accomplish
 - Objectives/Goals: measurable and attainable
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- Start and End Date:
- Status: What has happened, on schedule, problems, etc.

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Typical Ad-Hoc Committee Final Status Report

- *Purpose: State purpose of Ad-Hoc (e.g. Workplan Description)*
- *Ad-Hoc Committee Membership: (who was on ad-hoc)*
- *Ad-Hoc Committee Meetings:*
 - Occurrences: (number of meetings)
 - Meeting Hours: (number of meetings X meeting length)
 - Member Hours: (total meeting hours X number of members attending)
- *Start and End Date*
- Findings
- Recommendations
- Summary