

Advisory Committee Procedures

1. Advisory committee meetings, if any, should be scheduled during the first two weeks of each month, based on committee member and staff availability, and with sufficient lead time to allow staff to prepare the information/material that will be presented to the advisory committee.
 - a. The Commission Assistant will coordinate with advisory committee members and staff to determine the specific day/time for each advisory committee meeting.
 - b. Based on the selected meeting day, the Commission Assistant will advise when the final agenda needs to be posted and will add that date to all relevant calendars with a two-day reminder.
2. At each advisory committee meeting, committee members will discuss and decide the issues/items they wish to be presented at the next committee meeting.
3. At each regular Commission meeting, the Commission will receive an update on the advisory committees' activities since the last Commission meeting and what the advisory committees intend to address at their next meeting. Commissioners may suggest topics/areas for the advisory committee to address at future meetings.
4. The Chair will coordinate with the other committee members to prepare the final agenda for each advisory committee meeting.
5. The week following a Commission meeting, usually during the executive team meeting, the Chair and Executive Director will review with the Executive Staff the topics/issues that the advisory committees intend to address at the next month's meeting. Staff will

advise the Chair and Executive Director if additional time/resources are needed before a topic/issue may be presented to an advisory committee.

- a. The Commission Assistant will prepare and distribute to the Chair and Executive Director the draft agenda for each advisory committee meeting.
 - b. Draft agendas should be sent to the Chair and Executive Director at least two days before the posting deadline.
 - c. Reports/presentations/memorandums, etc. from staff that will be presented at an advisory committee meeting will be provided to the Chair and Executive Director at least one day prior to the posting deadline.
 - d. After being approved by the Chair and Executive Director, the Commission Assistant shall post the advisory committee agenda and any materials to be presented at the advisory committee meeting.
6. Advisory committee meetings will be open to the public, and proceedings recorded/posted to the FPPC website in a similar manner as regular FPPC meetings.
- a. The Commission Assistant will post any comment letters received prior to or during an advisory committee meeting.
 - b. The Commission Assistant will prepare written minutes of each advisory committee meeting and post the same to the FPPC website.