

**ADASBCC & CCCMHB CONSOLIDATION
PROTOCOL FOR BOARD COMMITTEES & TASK GROUPS**

Board Executive Steering Committee (ESC)

- *Guiding Principle:* The Committee is a deliberating body and will make a recommendation.
- *Purpose:* Render final decisions on all matters.
- Comply with public meeting rules.

Board Membership Selection Committee

- *Guiding Principle:* The Committee is a deliberating body and will make a recommendation.
- *Purpose:* To recommend 18 members for the new Consolidated Board (working title) to ESC and to CCCMHB Board of Governors and ADASBCC Board of Trustees by September 26, 2008.
- Comply with public meeting rules.

Board Site Selection Committee

- *Guiding Principle:* The Committee is a deliberating body and will make a recommendation.
- *Purpose:* To recommend a site and building for the new Consolidated Board (working title) to the ESC or Consolidated Board with Provisional Decision-Making Authority.
- Comply with public meeting rules.

Task Groups (CEO Selection, Board Orientation/Communications, Board Transitions)

- *Guiding Principle:* Task Groups are not deliberating bodies and make no recommendations or decisions. Their function is for information gathering, research, discussion, identifying options.
- Task Groups have no decision-making authority.
- *Purposes:*
 - CEO Selection Task Group: To collect information and exchange ideas regarding the CEO for the new Consolidated Board (working title).
 - Board Orientation & Communications Task Group: To collect information and exchange ideas regarding orientation sessions, a name, and internal and external communications for the new Consolidated Board (working title).
 - Transition Task Group: To identify all Board responsibilities related to consolidation and exchange ideas regarding a process and structure to fulfill these responsibilities.
- Task Groups may be changed after the Consolidated Board with Provisional Decision-Making Authority is established.
- Task Groups do not have to comply with the rules on public meetings.

Reports

- Reports are made to the ESC or the Consolidated Board with Provisional Decision-Making Authority.
- They may be written/in person and presented to ESC or Consolidated Board with Provisional Decision-Making Authority by one or both Committee/Task Group co-chairs. The Board Membership Selection Committee will forward its written report or present orally to the ESC and CCCMHB Board of Governors and the ADASBCC Board of Trustees.
- The Preliminary Report schedule is as follows:
 - Monday, August 25, 5:00 pm at CCCMHB
 - Monday, September 22, 5:00 pm at CCCMHB
- Reports made to ESC or Consolidated Board with Provisional Decision-Making Authority are public. Reports are incorporated in the minutes and posted on appropriate web site(s).

Meetings

- All meetings of the ESC, Board Membership Selection, and Site Committees are public. The Task Group sessions are not public.
- A consultant is assigned to each task group and committee. The consultant will assist with facilitation and research as needed, ensure that meeting notices are sent out, create agendas with the co-chairs, prepare meeting notes or minutes, and ensure that copies are available to all members.
- Board staff can schedule rooms, send out notices or other information provided by consultants, and make copies of materials as requested.