



Ad Hoc Committee Best Practices

Equity and Human Relations Commission
Wednesday, Nov. 1, 2023

Agenda Item #2

Recommendation to discuss Ad Hoc Committees best practices including membership, Ad Hoc priorities, and Ad Hoc deliverables.

Ad Hoc Committees

What are they?

Ad Hoc Committees are temporary advisory committees made up of less than a quorum of the advisory body, assigned to investigate and report back on a single issue.

Ad hoc Committees are designed for a specific issue for a specific amount of time.

Ad Hoc Committees

The Opportunity

Ad hoc committees can offer several advantages for an Advisory Body (Commission):

- **Enhancing the board's responsiveness** and flexibility
- **Tapping into the specific skills**, knowledge, or perspectives of board members or external experts,
- **Reducing the workload** and time pressure on standing committees,
- **Providing a clear and focused mandate** and timeline for the ad hoc committee.

These committees can help the board achieve its objectives and report back to it efficiently and effectively.

Best Practices for Ad Hoc Committees

- **Create clear and specific terms of reference for the Ad Hoc Committee:** purpose, scope, authority, membership, duration, reporting, and evaluation
- **Ensure that the objective of the Ad Hoc Committee is aligned with the Commission's strategic priorities** and governance framework
- **Maintain consistent and transparent communication** regarding the progress, challenges, and outcomes of the ad hoc committee
- **Ensure adequate support and resources are provided for the Ad Hoc Committee** such as a staff liaison, meeting logistics, or external advice

Equity and Human Relations Commission Two-Year Roadmap

Topic

Issue or theme that advances Commission's mission to inspire and support social justice and equity in the City of Long Beach and foster mutual understanding for all.



- Racial Equity and Reconciliation

Policy & Initiative

Actionable recommendations the Commission moves forward to City Council.



- Equity Impact Statement for Council Items and Outside Funding

Subgroups

Smaller convenings of commissioners who advance the long-term functionality of the Commission (e.g., Ad Hoc Committees, Subcommittees)



- Identification of institutional barriers to equity
- History preservation of BIPOC and Queer communities

Equity and Human Relations Commission Priorities

Racial Equity and Reconciliation

Re-Entry Ad Hoc

Create recommendations related to reducing recidivism in the City of Long Beach.

Priority Area



Ad Hoc Committee



Objective

Equity and Human Relations Commission Priorities



Equity and Human Relations Commission Priorities



Equity and Human Relations Commission Priorities

**Preserving the
History of BIPOC
and Queer
Communities in
Long Beach**

Priority Area



Ad Hoc Committee



Objective

Discussion Questions

- Does the Commission want to establish Ad Hoc Committees for the other Roadmap Priority Areas?
- What tactical objectives should the proposed Ad Hoc Committee(s) focus on?
- What is the deliverable or output of the proposed Ad Hoc Committee's work?
- What resources or support is needed to achieve this objective?



Thank you