

**AD HOC COMMITTEE FOR REVIEW OF HGRD  
POLICIES & PROCEDURES  
AND  
RULES & REGULATIONS**

**CHARTER**

**HERONS GLEN RECREATION DISTRICT**

**Committee purpose, charter and deliverables**

The HGRD Board of Supervisors is establishing an ad hoc committee for review of existing HGRD Policies & Procedures and Rules & Regulations to assist the Board in its decision-making process regarding updating these manuals. This Ad Hoc Committee is subject to the General Policies which apply to all of Herons Glen Recreation District's committees. This committee will meet as needed by establishing meeting times, dates and locations.

The Ad Hoc Committee's basic function will be to provide a review and research assistance to the Board. The Committee should include among its functions:

- Review the current HGRD Policies & Procedures Manual.
- Make recommendations for any deletions, additions or other changes needed in that Manual.
- Upon completion of that project, submit a written report to the Board of Supervisors detailing all of their recommendations.
- Review the current HGRD Rules & Regulations Manual.
- Make recommendations for any deletions, additions or other changes needed in that Manual.
- Upon completion of that project, submit a written report to the Board of Supervisors detailing all of their recommendations. The final report will be submitted to the Board by December 31, 2016.

The Board of Supervisors retains the right and responsibility to make final decisions regarding adoption of any of the committee's recommendations.

**Committee Formation and General Operations**

The Policies & Procedures and Rules & Regulations Ad Hoc Committee will consist of a minimum of five members selected by the Board of Supervisors from a list of volunteers. The General Manager will serve as an ex-officio member of and liaison for this committee and his staff will be available to provide support as required.

Strong consideration should be given to the background of volunteers before appointment is made.

The committee will report directly to the Board of Supervisors, which has the responsibility to provide general direction and oversight. Updates to the Board should be reported at its regular workshop meetings following any meetings of the ad hoc committee.

The committee should appoint a Chair and Vice-Chair/Secretary. The Vice-Chair/Secretary should ensure that Notices of Committee meetings are posted and minutes are provided to management for posting or publishing. All ad hoc committee meetings must be posted and open to the public in accordance with Florida Sunshine laws.

The committee may be disbanded after completion of their assignments.