

Rule 8.1 Formation of Ad Hoc Committees:

The Commission Chair shall appoint and remove members of committees in accordance with Rule 2.15 of the Commission's Rules of Order.

- When making appointments, the Chair should ensure a balanced allocation of Committee assignments so that all Commissioners handle a fair share of Commission work.

Each ad hoc committee shall have a clearly stated task and purpose.

- When forming an ad hoc committee, the Commission Chair and the Ad Hoc Chair should work together to clearly state the Committee's task and purpose.

Rule 8.2 Ad Hoc Chair and Chair Responsibilities:

Every ad hoc shall have a chair.

- The chair is responsible for making sure the ad hoc completes its task and purpose in a timely manner.

Commissioners on the ad hoc shall decide amongst themselves who will chair the ad hoc.

- The chair should promote public participation and transparency in the ad hoc process.

The ad hoc committee Chair may delegate responsibilities as needed.

Rule 8.3 Commissioner Responsibilities:

Commissioners on the ad hoc shall discuss and solicit the participation of Featured Community Participants to be considered members of the ad hoc committee.

Commissioners on the ad hoc shall discuss and decide on the management of Committee meetings and public hearings conducted by the committee.

- Commissioners on the ad hoc should ensure that the ad hoc committee operate on a collaborative, equitable, consensus-building model.

Commissioners should work with the members of the ad hoc committee to develop a scope of work and task list document that is shared publicly and used to track progress and prioritize items for commission members. This will ensure that ideas do not unintentionally get missed.

Rule 8.4 Ad Hoc Committee Meetings:

Rule 8.4.1 Schedule and Frequency:

The ad hoc shall meet at least once per month. The ad hoc chair shall set meeting schedules after careful consideration of input from ad hoc committee members and featured community participants.

- Commissioners should consider the following factors to determine the schedule and frequency of ad hoc committee meetings: the scope of work, relevant timelines and deadlines, depth of information or complexity of the issues to be considered by the ad hoc, and the size of the ad hoc.
- Ad hoc committees should meet consistently and at a rate and frequency that allows the ad hoc to meet deadlines and to timely deliver a final product

Rule 8.4.2 Meeting Facilitation:

The meetings should be facilitated such that they permit the robust discussion of ideas relevant to the policy being drafted by the ad hoc committee.

Facilitators should ensure that ad hoc discussions are respectful, inclusive, and on topic.

Facilitators should ensure that ad hoc members genuinely engage in discussions and proposals brought to the ad hoc.

For issues that cannot reach a consensus, the commission members of the ad hoc will take a vote to resolve disputes.

- Commissioners should strive to reach consensus with the other members of the ad hoc prior to taking a vote of the commissioners to resolve disputes.

Rule 8.4.3 Open and Public Meetings:

Ad Hoc Committee meetings shall be open to the public and shall be as inclusive as possible, though ad hoc committee meetings can be closed to the public for compelling safety or legal reasons.

- There may be times that the information disseminated or discussed has confidential or sensitive material. If the material is not relevant to the purpose of the ad hoc, then steps should be taken to redact the confidential or sensitive information so that the ad hoc can obtain and review the material without derailing progress. If the material is relevant to the purpose of the ad hoc, then the commissioners should take steps to limit dissemination of the material, such as signing confidentiality agreements and non-dissemination agreements or having a closed session meeting of the ad hoc committee.

Ad hoc members must determine when and how to engage the public at large on the work of the ad hoc committee.

Ad hoc members will decide whether the public is engaged at a formative stage, as a final review of the committee's work product, or even periodically throughout the process.

Ad hoc members will also decide what modality to use, e.g., townhalls, Zoom chat, or public comments.

Rule 8.5 Featured Community Participants:

Rule 8.5.1 Selection of Community Participants:

Having consulted the Commission as a whole and announced the opportunity for community participation at a meeting of the Commission, the Commissioners on the ad hoc shall appoint members of the public, potentially including former Commissioners, to serve on Committees.

- When considering featured community participants to select, commissioners should consider the following factors:
 - Knowledge and expertise on the topic of the ad hoc
 - Experience with or being a member of relevant populations
 - Lived experience relevant to the topic
 - Ability to engage with Oakland community at-large

At the ad hoc committee's outset, Commissioners should decide how many FCPs will serve on the ad hoc.

- Commissioners should seek parity between the FCPs and representatives of the City or the Department.

In the event of a lack of consensus on the inclusion of specific community participants, the commissioners on the Ad Hoc will vote on the appointment of featured community participants. The Commission Chair will act as a tiebreaker if needed.

Rule 8.5.2 Rights and Responsibilities of Community Participants:

Such appointees shall be referred to as Featured Community Participants (FCPs) in a particular Committee.

- All members of the ad hoc should be considered full members of the ad hoc and have the right to respectfully express concerns and thoughts freely without fear of censorship or removal.
- As stated above, the goal of the ad hoc should be to make decisions by consensus with the full input of all members. Consensus and spirited debate are facilitated by allowing all members of the ad hoc to fully engage in relevant discussion.
- Any member of the ad hoc may request items or topics to be added to the Scope of work document to be prioritized by the commissioners serving on the ad hoc.
- The ad hoc committee chair may delegate meeting facilitation duties to an FCP if need be.

Featured Community Participants are not considered “public officials” when serving on an ad hoc committee.

An ad hoc committee member can be removed, if necessary, through a vote by the commission members of the ad hoc and agreed upon by the Commission Chair.

Rule 8.6 Public Outreach:

Ad Hocs shall notify the public about their meeting time, date, and location. Ad Hocs shall decide how to announce the meeting time, date, and location before their first ad hoc meeting. This is not required for initial planning meetings for the ad hoc.

- Different modalities for ad hoc committees to consider:
 - Website
 - Social Media (twitter / Facebook / Instagram / Nextdoor / etc.)
 - Flyers
 - Word of mouth
 - Tabling, events, etc.

When applicable, ad hoc committees shall have a community-centric component that allows the members of the public to vet the work product of the ad hoc, notwithstanding any issues of safety, confidentiality, or legality.

- Ad hoc committees should strongly consider recording their meetings and uploading the meetings to the Commission website.
- Ad hoc committees should strongly consider making substantive work products available on the Commission website on an ongoing basis.

Rule 8.7 Status Updates:

A status update should include, at a minimum:

- Significant milestones since last report out.
 - Pertinent activities since last report out.
 - whether the ad hoc is recorded or not recorded
 - Anticipated next steps, if known.
 - Anticipated timeline, if known.
- Other things to be considered for report out:
 - notable presentations or speakers
 - notable community engagement

- notable demonstrations
- notable points of discussion, the differing views of ad hoc members, and how the ad hoc resolved any disputes or disagreements
- proposed documents (policy, RFP, flyers, etc.)
- visual aids

A status update can be given verbally.

The chair of the ad hoc or a designated commissioner should give the status update.

Rule 8.8 Making Recommendations to the Commission:

A Committee shall evaluate all proposals and recommendations to be presented to the Commission for review and adoption.

- When evaluating proposals and recommendations to be presented to the Commission, Commissioners will make the effort to reach a consensus among all Committee members. This requires measuring the degree of consensus at key decision points or issues that generate a conflict.
- If full consensus cannot be reached, Commissioners will work towards a compromise.
- When assessing consensus, Commissioners should ensure that the consensus is real and not just passive acquiescence to the group.
- Commissioners should ensure that members on the ad hoc are given ample time at the presentation of the final document to express their perspectives on the matter at hand.
- Committee member's objections or reservations should be fully heard and may be recorded as a dissenting opinion (perhaps a note about what is facilitated by fully hearing objections, concerns, or reservations about key decision points).

Committee recommendations to the Commission shall include a brief written memorandum written by Commissioners that includes:

- The Committee's recommendation and the action request of the Commission.
- A summary of the impact of the recommendation if adopted.
- the Committee's reasoning in support of its recommendation.
- The relevant context for the recommendation.
- Ad Hoc Committee Commissioners should consider including the following, when relevant:
 - Highlighting the important changes to any policy
 - Including relevant information that may better help the Commission understand the Committee's reasoning
 - Relevant narratives or topics that were discussed to come to the decision
 - The dissenting opinion

Rule 8.9 Conclusion of Ad Hocs:

The Ad Hoc Chair shall request the Commission Chair dissolve the ad hoc once the ad hoc committee's work has been completed.

- Ad hoc committees should consider three to five informative highlights of their work to submit to the Community Outreach ad hoc to create flyers or handouts for public dissemination.

At the time the ad hoc is dissolved, the Ad Hoc Chair shall ask to agendaize a review of the ad hoc committee's work, if appropriate. This review is intended to ensure that the policy, plan, or action proposed by the ad hoc is working as intended.