

# Barstow Cemetery District

**POLICY TITLE:** Task Forces of the Board of Trustees  
**POLICY NUMBER:** 4105

## 4015.1 Examples of Task Forces:

**4105.1.1** The Capital Improvement Planning Task Force shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

**4105.1.2** The Policy Task Force shall be concerned with proposed ordinances, resolutions, and District policies, except those pertaining specifically to personnel.

**4105.1.3** The Personnel Task Force shall be concerned with the functions, activities, operations, compensation, and welfare of District staff.

**4105.1.4** The Finance Task Force shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

**4105.1.5** The Public Relations Task Force shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

## 4105.2 Temporary Advisory Task Force:

The Board Chairperson shall appoint any such temporary advisory Task Force as may be deemed necessary or advisable by the Chairperson of the Board. The purpose of a temporary advisory Task Force and the time allowed to accomplish that purpose shall be outlined at the time of appointment. A temporary advisory Task Force shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first.

**4105.1.1** A temporary advisory Task Force shall be comprised solely of members of the Board and shall consist of less than a majority of Board Members.

**4105.1.2** A temporary advisory Task Force may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory Task Force.

**4105.1.3** A temporary advisory Task Force shall meet on an as needed basis and shall not have a meeting schedule fixed by charter, ordinance, resolution, or formal action of the Board.

## 4105.3 Standing Task Force:

The Board Chairperson shall appoint and publicly announce the members of the standing Task Force for the ensuing year no later than the Board's regular meeting in March. Standing Advisory Task Force may be assigned to review and advise the Board on District functions, activities, and operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative. Each Standing Task Force will consist of no more than two Trustees and the Board Secretary. Any recommendations from a standing Task Force shall be submitted to the Board via a written or oral report for and/or any action. All meetings of standing Task Force are subject to the requirements of all applicable open meeting laws, including but not limited to the Brown Act, if applicable.