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From: Statewide Self-Determination Advisory Committee Members

Date:

Re: Forming Sub-Committees, Workgroups, Ad-Hoc Committees, and Task Forces

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Some Local Volunteer Advisory Committees (LVACs) have found that Sub-Committees, Workgroups, Ad-Hoc Committees, and Task Forces are useful to further the work of the SDP. Should your LAC decide to take this approach, the SSDAC offers the following Guidelines:

Sub-Committees, Workgroups, Ad-Hoc Committees, and Task Forces that are established by a local advisory committee to carry out specified objectives should...

- Have an identified scope, member term of office, and a list of desired qualifications if needed (e.g., if it is topic focused group on disparities, you may want to have demographic requirements). Note: the local advisory committee should determine these factors.
- Be required to provide periodic updates to the regional center and advisory committee.

Things to know when establishing Sub-Committees, Workgroups, Ad-Hoc Committees, and Task Forces:

- Always inquire about your regional center's rules on establishing Sub-Committees, Workgroups, Ad-Hoc Committees, and Task Forces. If there is no set policy, consider adding one to your LVAC's governing document(s).
- Question to ask: does this RC follow the Bagley Keene Open Meeting Act (BKA)?
  - If so, here is a link to information pertaining to the BKA:  
<https://oag.ca.gov/open-meetings>
- If the RC does not follow the BKA, here are some suggested guidelines regarding transparency:
  - [DDS guidance on LVAC Meetings](#)
  - [SCDD Guidance on Ethical Conduct](#)

## **How to establish a Sub-Committee, Workgroup, Ad-Hoc Committee or Task Force:**

Any member can make a motion to propose the formation of a Sub-Committee, Workgroup, Ad-Hoc Committee or Task Force.

When making a motion, it is best to be as specific as possible pertaining to

1. The purpose of the group
2. Who can serve as a member

\*An example of motion language:

“I would like to make a motion to form a Workgroup made up of (# of members, types of members, etc.) for the purpose of (goal)”

## **How do Sub-Committees, Workgroups, Ad-Hoc Committees, and Task Forces further the work of LVACs?**

SSDAC members offer the following examples of Sub-Committees/Workgroups that have been successful in furthering the goals of their LVACs:

- Kern Regional Center’s LVAC established a “best practices” workgroup to provide technical assistance to participants and families to help navigate any barriers that they encounter during the enrollment process.
- Frank D. Lanterman Regional Center’s LVAC:
  1. Established a workgroup to develop ideas for proposed actions. This committee holds bi-monthly meetings, which are open to the public and compliant with the Bagley-Keene Open Meetings Act and provides a report at the following SDAC Meeting.
  2. Created a “best practices” sub-committee comprised of 2 members who develop agendas, explore topics for the LVAC to discuss, and draft proposed actions.