

## Work Groups

### Establishment and Reporting

1. The Council or one of the committees may from time to time form an ad hoc work group.
2. The Council or home committee will receive regular updates on the ad hoc work group activities through regular reports.
3. Each ad hoc work group will have a clearly established purpose and mission.
4. All motions or recommendations from ad hoc work groups will go to the Council or their home committee for review and approval.
5. Planning Council Staff shall be assigned to all ad hoc work groups.

### Organization

1. The first meeting of the ad hoc work group will determine co-chairs, membership requirements, duration, quorum, and voting privileges. These determinations may then be reviewed and approved by the home committee.
2. Each ad hoc work group will strive to have representation from unaffiliated consumers of services.
3. Each ad hoc work group shall establish a meeting schedule which will be posted with agendas and minutes taken in accordance with the Brown Act and San Francisco Sunshine Ordinance.
4. An ad hoc work group must have Council representation and may include non-Council members as voting or non-voting members. The HCPC actively encourages and invites community members to join and fully participate in the activities of the HCPC's working groups. Community members of working groups have the same authority and responsibilities as HCPC members who serve on working groups. This includes the responsibility to:
  - Attend all meetings of the working group;
  - Stay informed about relevant issues;
  - Prepare for meetings;
  - Express opinions;
  - Help form working-group recommendations to the full Council;
  - Vote at working-group meetings.