

# South Bay Cities Council of Governments

June 22, 2017

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

RE: Policy on Delegated Authority of Steering Committee

Since January, 2005, the Steering Committee has been delegated the authority by the Board of Directors to take action on any time critical issues that require it in those months that the Board of Directors does not meet. The policy includes the requirement that the Board be informed at their next meeting of the actions that were taken by the Steering Committee.

With this memo, SBCCOG staff is proposing that the authority of the Steering Committee be expanded to include the following approvals:

- Contract extensions when the scope, terms and funding remain the same
- Minor adjustments to contract scopes of work or cost under \$10,000
- Small administrative contracts under \$10,000 for projects such as website design
- Administrative items such as changes to committees, their composition, office procedures, etc.

These items would be approved by the Steering Committee with the same requirement that the Board be informed at their next meeting. Governing Board members can ask for review and possible reconsideration of the item at that time.

Additionally, more information on each of these actions is available to Board members on request.

## **RECOMMENDATION**

Approve expanded policy on delegated authority of the Steering Committee.

Current language from the By-Laws:

*The Steering Committee shall have the authority and duty to:*

- a. *Formulate the agendas for the meetings of the Governing Board;*
- b. *Oversee the day-to-day business of the Council, monitor the progress of ongoing contracts and provide direction to the staff of the Council;*
- c. *Approve payment of bills for receipt of goods and services within the approved annual budget;*
- d. *Make recommendations to the Governing Board regarding the work program, budget, positions to be taken on issues, contracts and all other matters within the jurisdiction of the Council;*
- e. *Evaluate Council staff;*
- f. *Monitor the function of all Council committees; and*
- g. *Receive regular reports from outside agencies.*