

**COUNTY OF LOS ANGELES
QUALITY AND PRODUCTIVITY COMMISSION**



Administrative Policy Manual

Policy No.: 4.0

Approved: November 1, 2004

Distribution: Commissioners

SUBJECT: POLICY COMMITTEE CHARTER

PURPOSE: To establish the Membership, Role, Responsibilities and Procedures of the Policy Committee.

CHARTER: The role of the Policy Committee is to review and recommend to the Commission for adoption, policies, procedures and guidelines concerning Commission programs, initiatives and governance.

MEMBERSHIP: Membership consists of the Commission Chair, 1st and 2nd Vice Chairs, Committee Chairs and one or two Productivity Managers appointed by the Commission Chair. The Committee meets twice per year or more frequently as required.

RESPONSIBILITIES:

1. Review all policies proposed by the committees and make recommendations to the Commission regarding their adoption
2. Review all existing Commission and Committee policies biennially and update policies as appropriate
3. Review and comment upon recommendations made by ad-hoc committees by Commissioners to assure they don't conflict with Commission policies.
4. Review recommendations made by any standing or ad hoc committees or by Commissioners, if requested by a Committee Chair or the Chair of the Commission
5. Encourage individual commissioners and QPC committees to bring any unresolved or controversial issues of policy or governance to the Policy Committee for its deliberation and recommendation
6. Review, when requested, legislation and/or ordinance changes that may impact quality or productivity
7. Respond to directives and concerns from the Executive Committee or the Commission

8. Report on Policy Committee activities on a regular basis at Commission meetings
9. Maintain and update the Commission's Policy Manual

PROCEDURES:

1. The Executive Director will review all standing committee minutes and forward appropriate items to the Policy Committee for review and recommendation to the Commission, as appropriate