

**ORANGE COUNTY 2020 CHARTER REVIEW COMMISSION
SUBCOMMITTEE WORK PRODUCT GUIDELINES**
Adopted November 6, 2019 and Revised November 25, 2019 and February 5, 2020

- **Elements of Subcommittee Work Product/Reports:**
 - Public Comment Timeframe
 - Subcommittees will allow 3 minutes for each member of the public to speak with an additional 15 minutes set aside for the Committee Chair to have the discretion to provide additional time for public comment.
 - Review the Process Taken
 - Review the Information Reviewed
 - Review the Pros/Cons
 - Review the Positive and Negative Material Impacts
 - Recommendation
 - For or Against
 - If recommend then should produce 3 things (all of which should be vetted by CRC General Counsel):
 - Title
 - Ballot Language
 - Actual Amendment Language

- **Timing for Subcommittee Reports and final CRC Evaluation Process:**
 - Schedule two regular full CRC Meetings in the months of March, April and May 2020. All second meeting dates are TBD. Meetings will be in Chambers
 - February 5, 2020 (agenda deadline January 24, 2020)
 - Last meeting for inclusion of a new potential evaluation topic for Consideration on CRC agenda
 - Deadline for Submission of Subcommittee Work Product and 1st reading for the following Subcommittees:
 - Number and Composition of Commission Districts
 - WEBOR
 - Ethics
 - While these subcommittees could submit their final reports sooner, we recommend they not do so until after the final January 9th Public Hearing.
 - March 4, 2020 (agenda deadline February 21, 2020)
 - 2nd reading and vote for Subcommittee Work Product for the following Subcommittees:
 - Number and Composition of Commission Districts
 - WEBOR
 - Ethics
 - April 1, 2020 (agenda deadline March 20, 2020)
 - Deadline for Submission of Subcommittee Work Product and 1st reading for the following Subcommittee:
 - Split Oak

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- May 6, 2020 (agenda deadline April 24, 2020)
 - Deadline for Submission of Subcommittee Work Product and 1st reading for any other Subcommittees formed at CRC meetings between November 6, 2019 and February 5, 2020)
 - 2nd reading and vote for Subcommittee Work Product for the following Subcommittee:
 - Split Oak
- May 14, 2020 Meeting (agenda deadline May 1, 2020)
 - Deadline for 2nd reading and vote of Subcommittee Work Product for any other Subcommittees formed at CRC meetings between November 6, 2019 and February 5, 2020.
 - May 14, 2020 Meeting shall also be reserved for re-evaluating any issues previously submitted and considered that required additional input or information. CRC reserves the right to call a 3rd meeting in May to re-evaluate any issues previously submitted and considered that required additional input or information.
- June 3rd, 2020 (agenda deadline May 22, 2020)
 - Final 2020 CRC Meeting – only agenda item should be Final Report of CRC