

ORANGE COUNTY 2020 CHARTER REVIEW COMMISSION
SUBCOMMITTEE WORK PRODUCT GUIDELINES

- **Elements of Subcommittee Work Product/Reports:**
 - Review the Process taken
 - Review the Information Reviewed
 - Review the Pros/Cons
 - Review the Material Impacts (both positive and negative)
 - 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 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.
 - May 6, 2020 (agenda deadline April 24, 2020)
 - Deadline for Submission of Subcommittee Work Product for any other Subcommittees formed at CRC meetings between November 6, 2019 and February 5, 2020)
 - Second May 2020 Meeting (date TBD) shall be reserved for re-evaluating 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