

ORGANIZATIONAL FORM FOR CITY OF FRESNO BOARDS, COMMISSIONS, COMMITTEES, AND SIMILAR BODIES

An Organizational Form shall be completed and filed with the City Clerk's Office when the City Council, Mayor, individual Councilmember, or other legislative body creates a City board, commission, committee, or similar body ("body"). The City Clerk shall complete the form when the body is created by Council action. If the body is created by the Mayor, an individual Councilmember, or legislative body other than the City Council, the Mayor, Councilmember, or staff assisting the legislative body is responsible for ensuring the Organizational Form is completed and filed with the City Clerk.

1. Name of the body: **Biannual Report Task Force Subcommittee**

2. Legal authority for creation (federal law; state law; City Charter, ordinance, resolution; or other (specify)): **Active Transportation Advisory Committee (ATAC)**

3. Purpose/mission of the body: **ATAC desires to establish an ad hoc subcommittee, Biannual Report Task Force Subcommittee, tasked in preparing a final report that outlines the tasks and events carried out by committee members between April 2025 and September 2025.**

4. Will the body be advisory X or decision-making ? (See Resolution Template for details.)

5. How long body will be in existence (specify a date or discrete task/purpose to complete): **Submission of the 2025 Biannual Report to Council**

- Default length is four years pursuant to Resolution 2024-040 unless otherwise specified in enabling legislation.
- All bodies not created by Charter, ordinance, or resolution of Council will automatically terminate two years from their creation unless otherwise specified by Council (Fresno Municipal Code Section 2-802).
- Any bodies not subject to the Brown Act (ad hoc committees) shall automatically terminate when the discrete task or purpose of the body is fulfilled, and may not exist perpetually.

6. Membership:

a. Number of members: **No more than 3 ATAC members**

b. How members are appointed: **Chair will elect.**

c. Membership qualifications: **Current members of ATAC**

Examples include City or District residency, special expertise, etc. Ad hoc committees not subject to Brown Act must consist only of less than a quorum of current City Councilmembers.

- d. Term of Office: **until submission of the 2025 Biannual Report to Council**
Appointees to seats with definite terms of office may only be removed for cause by the appointing entity. Appointees to seats that serve at the pleasure of the appointing authority may be removed without cause by the appointing entity.
- e. Council committees only. Details of membership upon term ending, change in Council position, or other membership notes:
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7. Compensation, if applicable: **\$0**

8. Contact person: **Song Vang-Sung**
This individual shall also be responsible for ensuring the information in this form is accurate and updated.

9. Mailing address: **2600 Fresno Street, Room 4019 Fresno, CA 93721**

10. Location of the body's records: **2600 Fresno Street, Room 4019 Fresno, CA 93721**

11. Date bylaws adopted or updated: **N/A**
The Council Rule of Procedure provide default rules unless the body adopts separate bylaws.

Sections 12 and 13 to be completed by City Clerk, with advice from City Attorney.

12. Brown Act/open meeting requirement?

Yes ___ No **X**

Only ad hoc committees comprised solely of less than a quorum of a legislative body, with a discrete purpose or task, which will automatically dissolve upon completion of that task, and without a meeting schedule fixed by resolution or ordinance; and bodies created by a non-legislative body, such as the Mayor or individual Councilmember, are not subject to the Brown Act. The ad hoc committee exception to the Brown Act is rooted in a presumption that the committee will report to the parent body in a forum allowing public input.

13. Must file Statements of Economic Interest (Form 700):

Yes ___ No **X**

Date of last revision. **8 / 26 / 2025**

Sections 8, 9, 10 and 11 of this form may be updated at any time and filed with the City Clerk.