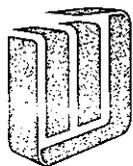


APPROVED
by the Board of Directors of
The Metropolitan Water District
of Southern California
at its meeting held

FEB 11 1992

Robert E. Duff
EXECUTIVE SECRETARY



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

January 24, 1992

To Board of Directors (Executive Committee - Action)
From Chairman, Procedures Task Force
Subject Board Procedures

Report

In a series of meetings, a Procedures Task Force consisting of Directors Jones, Reed and Roth has reviewed the desirability of changes to the procedures applicable to Board and Committee meetings. As a result of their efforts a number of changes in the District's rules are suggested. These changes, and the sections in Attachment A where they are found, are:

- a. An express statement would provide that Robert's Rules of Order are only substantially to be followed in Board proceedings, thus preserving the Chair's prerogative to apply the traditional "Chair's Rules". An additional express statement would confirm that all votes in the Board are to be taken in accordance with the weighting system prescribed by the Metropolitan Water District Act. (Section 2110.)
- b. A provision would prescribe that the order of listing of items in the agenda is to be followed unless the Board is first consulted. (Section 2111(a).)
- c. Directors would be limited to two opportunities to speak on any question, unless the Chair permits all Directors a greater number of speaking opportunities. (Section 2113.)
- d. Members of the public would no longer be permitted to remove matters from the consent calendar. (Section 2112(a).)
- e. A provision would require members of the public who wish to speak before the Board to fill out a card so indicating; and members of the public

would be limited to speaking for three minutes unless the Chair grants more time or reduces the time because there are ten or more speakers who wish to be heard. Members of the public would not be permitted to cede their time to others. Concurrently the provisions for referral of matters brought up by a member of the public would be clarified. (Section 2114(a).)

- f. Committees would be subject to the same rule as the Board with regard to consideration of matters in the sequence listed in the agenda. (Section 2313(a).)
- g. Committees would be subject to the same procedural rules that apply to the Board, unless otherwise provided in the Code. However, the Code would expressly state that in Committee each member has one vote. (Section 2314.)
- h. At the discretion of a Committee Chair, appearances by members of the public before Committees could be made subject to the same rules that apply in the Board. Provision would be made for consideration of matters raised by a member of the public in Committee. (Section 2315(a).)

In order to integrate these changes with the existing provisions of the Administrative Code, the attachment proposes a substantial reorganization of existing provisions. Except for the changes identified above, however, there are no additional changes in text.

Attachment B shows by underlining and strikeover the changes which are being recommended.

Board Committee Assignment

This letter is referred for action to the Executive Committee because of its responsibility to study advise and make recommendations with regard to policies and procedures to be considered by the Board, pursuant to Administrative Code Section 2417(e).

Recommendation

EXECUTIVE COMMITTEE FOR ACTION.

It is recommended that Chapters 1 and 3 of Division II of the Metropolitan Water District Administrative Code be amended to read as shown in Attachment A.


Burton E. Jones

FV:db
PTFLETTER
Attachment

ATTACHMENT A

Division II

PROCEDURES PERTAINING TO BOARD, COMMITTEES
AND DIRECTORS

Chapter	Sec.
1 Board of Directors	2100
2 Board Officers	2200
3 Rules Governing Committees	2300
4 Standing Committees	2400
5 Other Committees: Miscellaneous Committee Matters	2500
6 Directors	2600
7 Periodic Staff Reports to Board and Committees	2700
8 Legislation	2800

Chapter 1

BOARD OF DIRECTORS

Article	Sec.
1 Rules for Meetings	2100
2 Miscellaneous Board Rules	2140

Article 1

RULES FOR MEETINGS

Sec.	
2100.	Regular Meetings
2101.	Special Meetings
2102.	Emergency Meetings
2103.	Place of Meetings
[2104 -	There is no Section 2104]
2105.	Closed Meeting Procedure
2106.	Adjourned Meetings
2107.	Legal Department Representation
2108.	Minutes
2109.	Board Agenda
2110.	Rules of Procedure
2111.	Adherence to Board Agenda
2112.	Board Meeting Sequence
2113.	Limitations on Directors
2114.	Appearances before Board

§ 2100. Regular Meetings.

Regular meetings of the Board shall be held on the second Tuesday of each month, at the hour of 11 a.m.; provided that if said Tuesday falls upon a holiday designated in Section 1106 hereof, such regular meeting shall be held at 11 a.m. on the next business day, and the staff shall arrange its affairs accordingly.

§ 2101. Special Meetings.

In accordance with Government Code Section 54956 special meetings of the Board may be called by the Chair of the Board, or by a majority of the directors. The Executive Secretary shall be responsible for arranging deliveries of special meeting notices and for receiving written waivers of notice.

The call and notice shall be posted at least 24 hours prior to the special meeting in the public reception area of the District's Headquarters Building.

§ 2102. Emergency Meetings.

The Executive Secretary shall be responsible for providing the notice of emergency meetings and the public postings required by Government Code Section 54956.5.

§ 2103. Place of Meetings.

All regular meetings of the Board shall be held in the room known and designated as the "Board Room" located in the District's Headquarters Building; provided, that if, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in said Board Room, the meetings may be held for the duration of such emergency at such place as is designated by the Chair, either within or without the boundaries of the District, in which event notice of such place of meeting shall be given by the Executive Secretary in the same manner required under Government Code Section 54956 for special meetings.

[§ 2104] - [There is no Section 2104]

§ 2105. Closed Meeting Procedure.

(a) The Chair shall be responsible for ensuring that procedural requirements, other than requirements for notice, are fulfilled when a closed meeting is held. The Executive Secretary shall be responsible for fulfilling any notice requirements relating to closed meetings. The General Counsel shall be responsible for the preparation of any documents required by Government Code Section 54956.9 with regard to litigation.

(b) No person attending a closed session may disclose any matter discussed in the session where to do so would be contrary to the purpose for which the session was held. Any director who has not attended a closed session and wishes to be advised of the content of the session may inquire of any director who attended the closed session. The person contacted may advise the inquiring director of the content of the session. The advised director shall not disclose the matter for which the session was held.

(c) If a director, a Department Head, or a person other than a District staff member is reported to have violated Section 2105(b), the matter shall be referred to the Executive Committee for investigation and consideration of any appropriate action warranted including, but not limited to, legal action, censure, removal from one or more committee assignments, and recommendation to the member's appointing agency that steps be taken to remove that individual from the Board. Before taking any action and as part of the consideration, the Executive Committee shall provide the person under investigation with an opportunity to meet with it or a subcommittee appointed by it, and present reasons and evidence why action should not be taken.

(d) If a member of the staff is reported to have violated Section 2105(b), the matter shall be referred to the appropriate Department Head for investigation; the Department Head shall report to the Executive Committee any action taken including, but not limited to, legal action and initiation of discipline.

§ 2106. Adjourned Meetings.

If all members are absent from any regular or adjourned regular meeting, the Executive Secretary may declare the meeting adjourned and shall cause a written notice of the adjournment to be given pursuant to Government Code

Section 54955 which shall be posted in the public reception area of the District's Headquarters Building.

§ 2107. Legal Department Representation.

In order to maintain continuity of legal advice, a second representative of the Legal Department shall attend with the General Counsel all meetings of the Board to the extent possible.

§ 2108. Minutes.

Minutes of the Board meeting shall be prepared and mailed to each director as soon as convenient after each meeting. Such minutes shall not include the text of ordinances and resolutions adopted, which shall be recorded in separate volumes by the Executive Secretary. Minutes of the Board and monthly reports filed therewith are to be sent to the city clerks and water departments of the member public agencies who have requests on file with the Executive Secretary for such material.

§ 2109. Board Agenda.

(a) The deadline for submission to the Executive Secretary of items for the Board agenda shall be in conformity with rules promulgated by the General Manager from time to time.

(b) Any matter not on the Board agenda may be presented to the Board upon motion duly made and carried at the Board meeting:

(1) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code Section 54956.5; or

(2) Upon a determination by a two-thirds vote of the Board, or if less than two-thirds of the members are present, that the need to take action arose subsequent to the agenda being posted; or

(3) If the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior

meeting the item was continued to the meeting at which action is being taken.

(c) The Board agenda shall make provision for public appearances before matters on which action is taken.

(d) The Executive Secretary shall be responsible for any required posting of agendas which shall be in the public lobby of the District's Headquarters Building.

(e) Videotapes of informational presentations prepared by District staff which are distributed in advance of a Board meeting to Board members shall be identified on the Board agenda, and copies of the videotapes shall be available to the public.

(f) Consent Calendar items shall be set forth in a separate section of the Board's agenda.

(i) Matters for the Consent Calendar shall be recommended by the Department Heads and shall be submitted to the Executive Secretary not less than seven working days prior to the meeting of the Board and, except as provided below, pertinent materials sufficient to enable a member to formulate an opinion on each Consent Calendar item shall be included with the agenda mailed to directors. Such materials need not be included with the agenda as to matters which are to be considered in committee in closed session, but such materials shall be available at the meeting of the Board for distribution to directors who request them.

(ii) Matters may not be placed on the Consent Calendar if a roll call vote is required; if a vote other than a simple majority is required; or if the amount involved is \$2,000,000 or more.

(g) Copies of the Board Agenda shall be made available at the entrance to the Board Room on the day of the Board meeting.

[Paragraph (f) moved from existing section 2121;
paragraph (g) moved from existing section 2123(a)]

§ 2110. Rules of Procedure.

The Chair shall conduct the proceedings of the Board in accordance with procedures which shall substantially follow Robert's Rules of Order unless otherwise provided by this Code. The vote entitlement of each director at a meeting of the Board

shall be determined in accordance with Sections 52 and 55 of the Metropolitan Water District Act.

§ 2111. Adherence to Board Agenda.

(a) The Board shall consider items in the order in which they are listed on the agenda, but may consider any item out of its listed sequence if, upon inquiry by the Chair to the Board, there is no objection, or the Board, on motion duly made and seconded, votes to do so.

(b) A Consent Calendar matter shall be removed if the standing committee to which it has been submitted does not recommend approval with a quorum of the committee present or if it recommends approval only after making changes to the recommendation of the Department Head.

(c) A communication from a Department Head to the Board may be withdrawn by the Department Head at any time prior to its approval by a committee. After approval by a committee, a communication may be withdrawn by the Department Head only with the concurrence of the chair of any committee which has approved the recommendation contained in the communication.

[Paragraph (b) has been moved from existing Section 2122(b); paragraph (c) has been moved from existing Section 2140(a)]

§ 2112. Board Meeting Sequence.

(a) As the first order of business after any invocation or ceremonial matters, the Chair shall ask if any director requests removal of a Consent Calendar matter. Upon such request, such matter shall be automatically removed from the Consent Calendar and shall be considered in the manner of a regular item; provided, however, that any such matter considered in committee in closed session shall be considered in closed session by the Board.

(b) A motion by any member shall then be in order to approve the remaining matters on the Consent Calendar and the vote thereon shall be on all the matters collectively.

(c) If the vote is favorable, then before the result of the vote is announced, the Chair shall ask whether there are any abstentions or negative votes to be cast on any item and shall cause the Secretary to record such abstention or negative vote. Each matter on the Consent Calendar shall be recorded in the minutes separately and the vote for the Consent Calendar

shall be shown as the vote for each matter together with any abstentions or negative votes.

[This section has been moved from paragraphs (b), (c), and (d) of existing section 2123, but deletes the phrase "or member of the public" after the word "director" in line 2 of paragraph (a)]

§ 2113. Limitations on Directors.

At a Board meeting, each director may speak to any question not more than twice, unless the Chair permits all directors a greater number of speaking opportunities.

§ 2114. Appearances before Board.

(a) Persons desiring to appear before the Board at a regular meeting shall so signify by filling out a card to be provided for that purpose by the Executive Secretary in which they shall state the purpose of their appearance and shall identify the agenda item, if any, to which their remarks will relate. The card shall be deposited before the meeting is called to order in a receptacle to be designated by the Executive Secretary. Persons appearing before the Board shall, if the purpose relates to an item already considered or to be considered by a committee, be referred by the Chair of the Board to the appropriate committee unless the Chair determines that referral is not appropriate or the person expresses a desire to address the Board directly. A person may address the Board on matters within the jurisdiction of the Board for not more than three minutes, unless the Chair, for good cause, approves additional time. Time available to any one speaker may not be ceded to any other speaker. If ten or more persons signify their intent to address the Board at a meeting, this time limit may be modified by the Chair.

(b) Upon referral to a committee of a matter raised by a member of the public pursuant to paragraph (a), the committee chair shall place the matter on the committee's agenda for the committee's next regular meeting. If the committee determines that the matter should be referred to the Board, or if a matter raised by a member of the public pursuant to paragraph (a) is to be considered by the Board in the first instance, the Chair of the Board shall place the matter on the agenda for the Board's next regular meeting for which an agenda has not yet been posted.

Article 2

MISCELLANEOUS BOARD RULES

Sec.

- 2140. Communications to Board
- 2141. Monthly Staff Reports
- 2142. Bid Tabulations
- 2143. Use of Board and Committee Facilities
- 2144. Availability for Public Inspection of Certain Board and Committee Material

§ 2140. Communications to Board.

(a) The Executive Secretary shall send copies of all items for the Board and other important communications received to the General Manager and the General Counsel unless they already have such copies.

(b) Copies of the reports of Department Heads submitting their recommendations on pay rate adjustments for personnel shall be sent to all directors at least ten days in advance of the Board meeting at which said reports are considered.

§ 2141. Monthly Staff Reports.

The monthly departmental reports of the General Manager and General Counsel shall be mailed in advance of the Board meeting to each director by the department organizing the report but they are not to be distributed at such meeting. These reports are to be orally summarized at the Board meeting mentioning only significant changes from previous reports.

§ 2142. Bid Tabulations.

Each director is to be furnished with a tabulation of all bids received for each proposed award of contract. Therefore, the reading of that portion of the General Manager's letter listing the bids shall be dispensed with.

§ 2143. Use of Board and Committee Facilities.

All requests for use of the Board and committee rooms shall be submitted to the Executive Secretary, and the use of such rooms by outside agencies and groups shall be limited to matters connected with water.

§ 2144. Availability for Public Inspection of Certain Board and Committee Material.

The Executive Secretary shall make available, for inspection by the public prior to commencement of and during a Board or Board committee meeting, copies of the meeting agenda and of any written or videotaped materials that are not exempt from public disclosure under Sections 10200 - 10205 and that have been distributed in advance to the Board or committee members for discussion or consideration at the meeting. If non-exempt written or videotaped materials are distributed to the members during their discussion at the meeting, copies thereof shall be made available for public inspection at the same time or as soon thereafter as practicable. Upon request, the District shall provide facilities for public viewing of videotaped materials distributed to Board members.

Chapter 3

RULES GOVERNING COMMITTEES

Sec.

- 2300. Definitions
- 2301. Special Meetings
- 2302. Reports
- 2303. Record of Actions
- 2304. Quorum
- 2305. Joint Meetings
- 2306. Adjournment of Meetings
- 2307. Attendance of Committees
- 2308. Obligations of Staff
- 2309. Meetings Open to Public
- 2310. Ad Hoc Committees
- 2311. Subcommittees
- 2312. Temporary Membership on Committees
- 2313. Agendas
- 2314. Committee Procedure
- 2315. Appearances Before Committees

§ 2300. Definitions.

Unless otherwise qualified in this Chapter, the term "committee" includes standing committee, special committee, ad hoc committee, and subcommittee.

§ 2301. Special Meetings.

Special meetings of any committee shall be called upon

order of its chair or by a majority of the members of the committee.

§ 2302. Reports.

The reports of the committees shall be in writing. Reports of standing, special and ad hoc committees shall be addressed to the Board; reports of a subcommittee shall be addressed to its parent standing committee.

§ 2303. Record of Actions.

Except as to matters which may lawfully be considered or acted upon in closed session, a record shall be kept of the actions taken by each committee and a member of the staff shall be designated for the purpose. The record shall indicate the attendance at the time each action was taken.

§ 2304. Quorum.

A quorum of a committee shall be a majority of the membership of a committee. Committees shall function in the absence of a quorum.

§ 2305. Joint Meetings.

At any joint committee meeting, each committee shall vote separately on any action to be taken.

§ 2306. Adjournment of Meetings.

The Executive Secretary may declare regular or adjourned regular meetings of committees or subcommittees adjourned when no committee or subcommittee members are present at such meetings. The Executive Secretary shall give notice of committee or subcommittee meeting adjournment in the manner established by statute and otherwise function as clerk of the committees and subcommittees for the purpose of any statute.

§ 2307. Attendance of Committees.

Insofar as possible all committees shall meet at their scheduled times. All directors have the right to attend any committee meeting.

§ 2308. Obligations of Staff.

All references and assignments to Board committees include, without the necessity of specific instruction, the request to the District's staff to render assistance and perform such functions and services to the committees as may be requested.

§ 2309. Meetings Open to Public.

The provisions of Sections 2105(b) through 2105(d) shall apply to committee meetings.

§ 2310. Ad Hoc Committees.

Ad Hoc Committees may be created by the Board to undertake special assignments on behalf of the Board. An ad hoc committee shall exist for a specified term or until its special assignments are completed, whichever comes first, but its existence may be extended for an added term or added assignments by action of the Board. Unless otherwise specified, members of an ad hoc committee shall be appointed by the Chair of the Board and shall serve at the Chair's pleasure.

§ 2311. Subcommittees.

Subcommittees may be created by any standing committee of the Board to undertake specific assignments on behalf of the committee. The standing committee creating a subcommittee shall establish the term of the subcommittee and may extend such term as it deems desirable. Unless otherwise specified, members of a subcommittee shall be appointed by the chair of the subcommittee's parent committee and shall serve at the chair's pleasure.

§ 2312. Temporary Membership on Committees.

Whenever any member of a Standing, Special or Ad Hoc Committee is absent from a committee assignment for an extended period the Chair of the Board may appoint another director to serve on such committee in place of the absent director for the duration of the absence whenever such appointment is deemed to be important to the effective functioning of the committee.

§ 2313. Agendas.

(a) Committee agendas shall be prepared, posted, considered in the same sequence, and acted upon in the same manner as required for Board agendas.

(b) Matters recommended by a Department Head for inclusion on the Consent Calendar shall be so identified on the committee agendas.

[Paragraph (b) has been moved from existing Section 2122(a)]

§ 2314. Committee Procedure.

Except as otherwise provided by this Code, committees shall conduct their proceedings in accordance with the rules made applicable to the Board by Section 2110 of this Code. At a meeting of a committee, each member of the committee shall have one vote.

§ 2315. Appearances Before Committees.

(a) A committee chair may require persons desiring to appear before the committee to comply with the rules applicable to appearances before the Board set forth in Section 2113.

(b) A matter raised by a member of the public in committee in the first instance shall be placed on the committee's agenda for the committee's next regular meeting, or, if in the opinion of the committee chair, it is more appropriately considered by another committee, may be referred by the chair to such other committee for consideration.

ATTACHMENT B

Division II

PROCEDURES PERTAINING TO BOARD, COMMITTEES
AND DIRECTORS

Chapter		Sec.
1	Board of Directors	2100
2	Board Officers	2200
3	Rules Governing Committees	2300
4	Standing Committees	2400
5	Other Committees: Miscellaneous Committee Matters	2500
6	Directors	2600
7	Periodic Staff Reports to Board and Committees	2700
8	Legislation	2800

Chapter 1

BOARD OF DIRECTORS

Article		Sec.
1	<u>Rules for Meetings</u>	2100
2	Consent Calendar	2120
32	Miscellaneous Board Rules	2140

Article 1

RULES FOR MEETINGS

Sec.	
2100.	Regular Meetings
2101.	Special Meetings
2102.	Emergency Meetings
2103.	Place of Meetings
[2104 -	There is no Section 2104]
2105.	Closed Meeting Procedure
2106.	Adjourned Meetings
2107.	Legal Department Representation
2108.	Minutes
2109.	Board Agenda
<u>2110.</u>	<u>Rules of Procedure</u>
<u>2111.</u>	<u>Adherence to Board Agenda</u>
<u>2112.</u>	<u>Board Meeting Sequence</u>
<u>2113.</u>	<u>Limitations on Directors</u>
<u>2114.</u>	<u>Appearances before Board</u>

§ 2100. Regular Meetings.

Regular meetings of the Board shall be held on the second Tuesday of each month, at the hour of 11 a.m.; provided that if said Tuesday falls upon a holiday designated in Section 1106 hereof, such regular meeting shall be held at 11 a.m. on the next business day, and the staff shall arrange its affairs accordingly.

§ 2101. Special Meetings.

In accordance with Government Code Section 54956 special meetings of the Board may be called by the Chair of the Board, or by a majority of the directors. The Executive Secretary shall be responsible for arranging deliveries of special meeting notices and for receiving written waivers of notice.

The call and notice shall be posted at least 24 hours prior to the special meeting in the public reception area of the District's Headquarters Building.

§ 2102. Emergency Meetings.

The Executive Secretary shall be responsible for providing the notice of emergency meetings and the public postings required by Government Code Section 54956.5.

§ 2103. Place of Meetings.

All regular meetings of the Board shall be held in the room known and designated as the "Board Room" located in the District's Headquarters Building; provided, that if, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in said Board Room, the meetings may be held for the duration of such emergency at such place as is designated by the Chair, either within or without the boundaries of the District, in which event notice of such place of meeting shall be given by the Executive Secretary in the same manner required under Government Code Section 54956 for special meetings.

[§ 2104] - [There is no Section 2104]

§ 2105. Closed Meeting Procedure.

(a) The Chair shall be responsible for ensuring that procedural requirements, other than requirements for notice, are fulfilled when a closed meeting is held. The Executive Secretary shall be responsible for fulfilling any notice requirements relating to closed meetings. The General Counsel shall be responsible for the preparation of any documents required by Government Code Section 54956.9 with regard to litigation.

(b) No person attending a closed session may disclose any matter discussed in the session where to do so would be contrary to the purpose for which the session was held. Any director who has not attended a closed session and wishes to be advised of the content of the session may inquire of any director who attended the closed session. The person contacted may advise the inquiring director of the content of the session. The advised director shall not disclose the matter for which the session was held.

(c) If a director, a Department Head, or a person other than a District staff member is reported to have violated Section 2105(b), the matter shall be referred to the Executive Committee for investigation and consideration of any appropriate action warranted including, but not limited to, legal action, censure, removal from one or more committee assignments, and recommendation to the member's appointing agency that steps be taken to remove that individual from the Board. Before taking any action and as part of the consideration, the Executive Committee shall provide the person under investigation with an opportunity to meet with it or a subcommittee appointed by it, and present reasons and evidence why action should not be taken.

(d) If a member of the staff is reported to have violated Section 2105(b), the matter shall be referred to the appropriate Department Head for investigation; the Department Head shall report to the Executive Committee any action taken including, but not limited to, legal action and initiation of discipline.

§ 2106. Adjourned Meetings.

If all members are absent from any regular or adjourned regular meeting, the Executive Secretary may declare the meeting adjourned and shall cause a written notice of the adjournment to be given pursuant to Government Code

Section 54955 which shall be posted in the public reception area of the District's Headquarters Building.

§ 2107. Legal Department Representation.

In order to maintain continuity of legal advice, a second representative of the Legal Department shall attend with the General Counsel all meetings of the Board to the extent possible.

§ 2108. Minutes.

Minutes of the Board meeting shall be prepared and mailed to each director as soon as convenient after each meeting. Such minutes shall not include the text of ordinances and resolutions adopted, which shall be recorded in separate volumes by the Executive Secretary. Minutes of the Board and monthly reports filed therewith are to be sent to the city clerks and water departments of the member public agencies who have requests on file with the Executive Secretary for such material.

§ 2109. Board Agenda.

(a) The deadline for submission to the Executive Secretary of items for the Board agenda shall be in conformity with rules promulgated by the General Manager from time to time.

(b) Any matter not on the Board agenda may be presented to the Board upon motion duly made and carried at the Board meeting:

(1) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code Section 54956.5; or

(2) Upon a determination by a two-thirds vote of the Board, or if less than two-thirds of the members are present, that the need to take action arose subsequent to the agenda being posted; or

(3) If the item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior

meeting the item was continued to the meeting at which action is being taken.

(c) The Board agenda shall make provision for public appearances before matters on which action is taken.

(d) The Executive Secretary shall be responsible for any required posting of agendas which shall be in the public lobby of the District's Headquarters Building.

(e) Videotapes of informational presentations prepared by District staff which are distributed in advance of a Board meeting to Board members shall be identified on the Board agenda, and copies of the videotapes shall be available to the public.

(f) Consent Calendar items shall be set forth in a separate section of the Board's agenda.

(i) Matters for the Consent Calendar shall be recommended by the Department Heads and shall be submitted to the Executive Secretary not less than seven working days prior to the meeting of the Board and, except as provided below, pertinent materials sufficient to enable a member to formulate an opinion on each Consent Calendar item shall be included with the agenda mailed to directors. Such materials need not be included with the agenda as to matters which are to be considered in committee in closed session, but such materials shall be available at the meeting of the Board for distribution to directors who request them.

(ii) Matters may not be placed on the Consent Calendar if a roll call vote is required; if a vote other than a simple majority is required; or if the amount involved is \$2,000,000 or more.

(g) Copies of the Board Agenda shall be made available at the entrance to the Board Room on the day of the Board meeting.

[Paragraph (f) moved from existing section 2121;
paragraph (g) moved from existing section 2123(a)]

§ 2110. Rules of Procedure.

The Chair shall conduct the proceedings of the Board in accordance with procedures which shall substantially follow Robert's Rules of Order unless otherwise provided by this Code. The vote entitlement of each director at a meeting of the Board

shall be determined in accordance with Sections 52 and 55 of the Metropolitan Water District Act.

§ 2111. Adherence to Board Agenda.

(a) The Board shall consider items in the order in which they are listed on the agenda, but may consider any item out of its listed sequence if, upon inquiry by the Chair to the Board, there is no objection, or the Board, on motion duly made and seconded, votes to do so.

(b) A Consent Calendar matter shall be removed if the standing committee to which it has been submitted does not recommend approval with a quorum of the committee present or if it recommends approval only after making changes to the recommendation of the Department Head.

(c) A communication from a Department Head to the Board may be withdrawn by the Department Head at any time prior to its approval by a committee. After approval by a committee, a communication may be withdrawn by the Department Head only with the concurrence of the chair of any committee which has approved the recommendation contained in the communication.

[Paragraph (b) has been moved from existing Section 2122(b); paragraph (c) has been moved from existing Section 2140(a)]

§ 2112. Board Meeting Sequence.

(a) As the first order of business after any invocation or ceremonial matters, the Chair shall ask if any director requests removal of a Consent Calendar matter. Upon such request, such matter shall be automatically removed from the Consent Calendar and shall be considered in the manner of a regular item; provided, however, that any such matter considered in committee in closed session shall be considered in closed session by the Board.

(b) A motion by any member shall then be in order to approve the remaining matters on the Consent Calendar and the vote thereon shall be on all the matters collectively.

(c) If the vote is favorable, then before the result of the vote is announced, the Chair shall ask whether there are any abstentions or negative votes to be cast on any item and shall cause the Secretary to record such abstention or negative vote. Each matter on the Consent Calendar shall be recorded in the minutes separately and the vote for the Consent Calendar

shall be shown as the vote for each matter together with any abstentions or negative votes.

[This section has been moved from paragraphs (b), (c), and (d) of existing section 2123, but deletes the phrase "or member of the public" after the word "director" in line 2 of paragraph (a)]

§ 2113. Limitations on Directors.

At a Board meeting, each director may speak to any question not more than twice, unless the Chair permits all directors a greater number of speaking opportunities.

§ ~~2143~~ 2114. Appearances before Board and Committees.

(a) Persons desiring to appear before the Board at a regular meeting shall so signify ~~when asked by the Chair to do so at the time the agenda item required by Section 2109(d) is called.~~ They by filling out a card to be provided for that purpose by the Executive Secretary in which they shall state the purpose of their appearance and shall identify the agenda item, if any, to which their remarks will relate. The card shall be deposited before the meeting is called to order in a receptacle to be designated by the Executive Secretary. They Persons appearing before the Board shall, if the purpose relates to an item already considered or to be considered by a committee, be referred by the Chair of the Board to the appropriate committee unless the Chair determines that referral is not appropriate or the person expresses a desire to address the Board directly. The A person may address the Board on matters within the Board's subject matter jurisdiction of the Board subject to reasonable time limits on the issue and individual speakers as established by the Chair for not more than three minutes, unless the Chair, for good cause, approves additional time. Time available to any one speaker may not be ceded to any other speaker. If ten or more persons signify their intent to address the Board at a meeting, this time limit may be modified by the Chair.

(b) Upon referral to a committee of a matter raised by a member of the public pursuant to paragraph (a), ~~or if the request is made to the committee in the first instance,~~ the committee chair shall place the matter on the committee's agenda for the committee's next regular meeting. If the committee determines that the matter should be referred to the Board, or if ~~it~~ a matter raised by a member of the public pursuant to paragraph (a) is to be considered by the Board in the first instance, the Chair of the Board shall place the

Article 2

CONSENT CALENDAR

Sec.

- ~~2120. Purpose and Scope~~
- ~~2121. Consent Calendar~~
- ~~2122. Committee Procedure~~
- ~~2123. Board Meeting Procedure~~

~~§ 2120. Purpose and Scope.~~

~~It is the purpose of the Consent Calendar procedure to expedite Board consideration of noncontroversial matters so as to enable the Board to devote added time to other matters. The procedure ensures that if any item on the calendar is disputed, individual consideration will be given to it.~~

~~§ 2121. Consent Calendar.~~

~~(a) Consent Calendar items shall be set forth in a separate section of the Board's agenda.~~

~~(b) Matters for the Consent Calendar shall be recommended by the Department Heads and shall be submitted to the Executive Secretary not less than seven working days prior to the meeting of the Board and, except as provided below, pertinent materials sufficient to enable a member to formulate an opinion on each Consent Calendar item shall be included with the agenda mailed to directors. Such materials need not be included with the agenda as to matters which are to be considered in committee in closed session, but such materials shall be available at the meeting of the Board for distribution to directors who request them.~~

~~(c) Matters may not be placed on the Consent Calendar if a roll call vote is required; if a vote other than a simple majority is required; or if the amount involved is \$2,000,000 or more.~~

~~§ 2122. Committee Procedure.~~

~~(a) Matters recommended by a Department Head for inclusion on the Consent Calendar shall be so identified on the committee agendas.~~

~~(b) A Consent Calendar matter shall be removed if the standing committee to which it has been submitted does not recommend approval with a quorum of the committee present or if it recommends approval only after making changes to the recommendation of the Department Head.~~

~~§ 2123. Board Meeting Procedure.~~

~~(a) Copies of the Board Agenda shall be made available at the entrance to the Board Room on the day of the Board meeting.~~

~~(b) As the first order of business after any invocation or ceremonial matters, the Chair shall ask if any director or member of the public requests removal of a Consent Calendar matter. Upon such request, such matter shall be automatically removed from the Consent Calendar and shall be considered in the manner of a regular item; provided, however, that any such matter considered in committee in closed session shall be considered in closed session by the Board.~~

~~(c) A motion by any member shall then be in order to approve the remaining matters on the Consent Calendar and the vote thereon shall be on all the matters collectively.~~

~~(d) If the vote is favorable, then before the result of the vote is announced, the Chair shall ask whether there are any abstentions or negative votes to be cast on any item and shall cause the Secretary to record such abstention or negative vote. Each matter on the Consent Calendar shall be recorded in the minutes separately and the vote for the Consent Calendar shall be shown as the vote for each matter together with any abstentions or negative votes.~~

Article 3 2

MISCELLANEOUS BOARD RULES

Sec.

- 2140. Communications to Board
- 2141. Monthly Staff Reports
- 2142. Bid Tabulations
- ~~2143. Appearances before Board and Committees~~
- 2144 2143. Use of Board and Committee Facilities
- 2145 2144. Availability for Public Inspection of Certain Board and Committee Material

§ 2140. Communications to Board.

~~(a) A communication from a Department Head to the Board may be withdrawn by the Department Head at any time prior to its approval by a committee. After approval by a committee, a communication may be withdrawn by the Department Head only with the concurrence of the chair of any committee which has approved the recommendation contained in the communication.~~

(a ~~b~~) The Executive Secretary shall send copies of all items for the Board and other important communications received to the General Manager and the General Counsel unless they already have such copies.

(b ~~e~~) Copies of the reports of Department Heads submitting their recommendations on pay rate adjustments for personnel shall be sent to all directors at least ten days in advance of the Board meeting at which said reports are considered.

§ 2141. Monthly Staff Reports.

The monthly departmental reports of the General Manager and General Counsel shall be mailed in advance of the Board meeting to each director by the department organizing the report but they are not to be distributed at such meeting. These reports are to be orally summarized at the Board meeting mentioning only significant changes from previous reports.

§ 2142. Bid Tabulations.

Each director is to be furnished with a tabulation of all bids received for each proposed award of contract. Therefore, the reading of that portion of the General Manager's letter listing the bids shall be dispensed with.

~~§ 2143. Appearances before Board and Committees.~~

~~(a) Persons desiring to appear before the Board at a regular meeting shall so signify when asked by the Chair to do so at the time the agenda item required by Section 2109(d) is called. They shall state the purpose of their appearance. They shall, if the purpose relates to an item already or to be considered by a committee, be referred by the Chair of the Board to the appropriate committee unless the Chair determines that referral is not appropriate or the person expresses a desire to address the Board directly. The person may address the Board on matters within the Board's subject matter jurisdiction subject to reasonable time limits on the issue and individual speakers as established by the Chair.~~

~~(b) Upon referral, or if the request is made to the committee in the first instance, the Committee Chair shall place the matter on the committee's agenda. If the committee determines that the matter should be referred to the Board, or if it is considered by the Board in the first instance, the Chair of the Board shall place the matter on the agenda.~~

§ 2144 2143. Use of Board and Committee Facilities.

All requests for use of the Board and committee rooms shall be submitted to the Executive Secretary, and the use of such rooms by outside agencies and groups shall be limited to matters connected with water.

§ 2145 2144. Availability for Public Inspection of Certain Board and Committee Material.

The Executive Secretary shall make available, for inspection by the public prior to commencement of and during a Board or Board committee meeting, copies of the meeting agenda and of any written or videotaped materials that are not exempt from public disclosure under Sections 10200 - 10205 and that have been distributed in advance to the Board or committee members for discussion or consideration at the meeting. If non-exempt written or videotaped materials are distributed to the members during their discussion at the meeting, copies

thereof shall be made available for public inspection at the same time or as soon thereafter as practicable. Upon request, the District shall provide facilities for public viewing of videotaped materials distributed to Board members.

Chapter 3

RULES GOVERNING COMMITTEES

Sec.

- 2300. Definitions
- 2301. Special Meetings
- 2302. Reports
- 2303. Record of Actions
- 2304. Quorum
- 2305. Joint Meetings
- 2306. Adjournment of Meetings
- 2307. Attendance of Committees
- 2308. Obligations of Staff
- 2309. Meetings Open to Public
- 2310. Ad Hoc Committees
- 2311. Subcommittees
- 2312. Temporary Membership on Committees
- 2313. Agendas
- 2314. Committee Procedure
- 2315. Appearances Before Committees

§ 2300. Definitions.

Unless otherwise qualified in this Chapter, the term "committee" includes standing committee, special committee, ad hoc committee, and subcommittee.

§ 2301. Special Meetings.

Special meetings of any committee shall be called upon order of its chair or by a majority of the members of the committee.

§ 2302. Reports.

The reports of the committees shall be in writing. Reports of standing, special and ad hoc committees shall be addressed to the Board; reports of a subcommittee shall be addressed to its parent standing committee.

§ 2303. Record of Actions.

Except as to matters which may lawfully be considered or acted upon in closed session, a record shall be kept of the actions taken by each committee and a member of the staff shall be designated for the purpose. The record shall indicate the attendance at the time each action was taken.

§ 2304. Quorum.

A quorum of a committee shall be a majority of the membership of a committee. Committees shall function in the absence of a quorum.

§ 2305. Joint Meetings.

At any joint committee meeting, each committee shall vote separately on any action to be taken.

§ 2306. Adjournment of Meetings.

The Executive Secretary may declare regular or adjourned regular meetings of committees or subcommittees adjourned when no committee or subcommittee members are present at such meetings. The Executive Secretary shall give notice of committee or subcommittee meeting adjournment in the manner established by statute and otherwise function as clerk of the committees and subcommittees for the purpose of any statute.

§ 2307. Attendance of Committees.

Insofar as possible all committees shall meet at their scheduled times. All directors have the right to attend any committee meeting.

§ 2308. Obligations of Staff.

All references and assignments to Board committees include, without the necessity of specific instruction, the request to the District's staff to render assistance and perform such functions and services to the committees as may be requested.

§ 2309. Meetings Open to Public.

The provisions of Sections 2105(b) through 2105(d) shall apply to committee meetings.

§ 2310. Ad Hoc Committees.

Ad Hoc Committees may be created by the Board to undertake special assignments on behalf of the Board. An ad hoc committee shall exist for a specified term or until its special assignments are completed, whichever comes first, but its existence may be extended for an added term or added assignments by action of the Board. Unless otherwise specified, members of an ad hoc committee shall be appointed by the Chair of the Board and shall serve at the Chair's pleasure.

§ 2311. Subcommittees.

Subcommittees may be created by any standing committee of the Board to undertake specific assignments on behalf of the committee. The standing committee creating a subcommittee shall establish the term of the subcommittee and may extend such term as it deems desirable. Unless otherwise specified, members of a subcommittee shall be appointed by the chair of the subcommittee's parent committee and shall serve at the chair's pleasure.

§ 2312. Temporary Membership on Committees.

Whenever any member of a Standing, Special or Ad Hoc Committee is absent from a committee assignment for an extended period the Chair of the Board may appoint another director to serve on such committee in place of the absent director for the duration of the absence whenever such appointment is deemed to be important to the effective functioning of the committee.

§ 2313. Agendas.

(a) Committee agendas shall be prepared, posted, considered in the same sequence, and acted upon in the same manner as required for Board meetings agendas.

(b) Matters recommended by a Department Head for inclusion on the Consent Calendar shall be so identified on the committee agendas.

[Paragraph (b) has been moved from existing Section 2122(a)]

§ 2314. Committee Procedure.

Except as otherwise provided by this Code, committees shall conduct their proceedings in accordance with the rules made applicable to the Board by Section 2110 of this Code. At a meeting of a committee, each member of the committee shall have one vote.

§ 2315. Appearances Before Committees.

(a) A committee chair may require persons desiring to appear before the committee to comply with the rules applicable to appearances before the Board set forth in Section 2113.

(b) A matter raised by a member of the public in committee in the first instance shall be placed on the committee's agenda for the committee's next regular meeting, or, if in the opinion of the committee chair, it is more appropriately considered by another committee, may be referred by the chair to such other committee for consideration.

REVRULES
January 23, 1992