



**MWD**

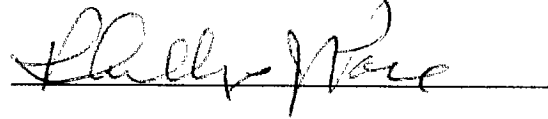
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

**6D**

March 25, 1998

**To:** Board of Directors

**From:** Chairman, Committee on Legislation



**Subject:** Modify MWD Administrative Code; Combining Subcommittee on Communications and the Committee on Legislation

### **RECOMMENDATION(S)**

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Modify the Metropolitan Administrative Code, §2490, Article 9, Committee on Legislation, and make other conforming changes to the Administrative Code which references the Committee on Legislation:

1. to expand the jurisdiction of the Committee on Legislation to include the charge of the Subcommittee on Communications;
2. to change the name to the Committee on Communications and Legislation;
3. to increase the number of committee members from 22 to 24;
4. and to abolish the Subcommittee on Communications.

### **EXECUTIVE SUMMARY**

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At the February 24, 1998 meeting of the Subcommittee on Communications the members approved a motion to combine the jurisdiction of the Subcommittee on Communications with the Committee on Legislation. That same motion was presented and approved at the March 9, 1998 meeting of the Committee on Legislation.

This recommendation is made as a means of increasing the efficiency, effectiveness and coordination of the work of these two committees of the board.

### **DETAILED REPORT**

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In August 1997, in addressing some of the issues raised by members of the Board of Directors, the General Manager advised the Board of his increased commitment to aggressively manage the public affairs and external communications functions of the District. In his remarks, the General Manager announced his recommendation that the Communications Division be formed, headed by a Chief of Communications. The Board approved his recommendation. Subsequently, at the end of 1997, the Subcommittee on Communications was created by the Chairman in order to

provide direction and guidance to the issues, focus and emphasis of this new Division. The Subcommittee reports to the Committee on Legislation.

At the February 24, 1998 meeting, pursuant to the Metropolitan Administrative Code, the Subcommittee adopted a charge, describing the areas and subjects of jurisdiction over which the Subcommittee would act. The Committee on Legislation on March 9, 1998, approved the Subcommittee's charge. The charge states: "To provide direction to the Communications Division to ensure pro-active, timely messages, which reflect board policies, and Metropolitan programs and activities to the member agencies and the general public."

Also at the February 24, 1998 meeting of the Subcommittee on Communications and the March 9, 1998 meeting of the Committee on Legislation the committees approved a motion to add the charge of the Subcommittee on Communications to the jurisdiction of the Committee on Legislation; change the name of the standing committee to the Committee on Communications and Legislation; and to eliminate the Subcommittee on Communications. As a result of combining the two committees, the membership will increase to 24.

These actions taken by the subcommittee and standing committee reflect the success of the work of the Subcommittee to identify the Board's oversight of the District's communications functions and provide guidance and direction to the Communications Division during its organizational development process. With those matters completed, the two committees recognized the benefits of efficiency and coordination to be realized in combining their work and oversight efforts.

Therefore, it is recommended that the MWD Administrative Code be amended to reflect these changes. The changes to the Administrative Code are shown in the attachment A by strike out and underlining. Attachment B shows the final changes.

ADD:mjl

Attachment(s)

**Article 1**

**GENERAL**

**§ 2401. Officers and Members of Standing Committees.**

(a) Members, Chair, and Vice Chair of standing committees with the exception of the Executive Committee shall be appointed subject to the approval of the Executive Committee and the Board on the basis that each director, with the exception of the Chair of the Board, serve on at least one, but not more than three, standing committees, in addition to the Executive Committee. Such appointment shall be made by the Chair of the Board unless a new Chair-elect has been selected by the Board to take office on the next January 1, in which event appointment of Chair and Vice-Chair of standing committees shall be made by the Chair-elect. No standing committee, except the Committee on Communications and Legislation, shall have more than 21 members. The Committee on Communications and Legislation may have ~~22~~ 24.

**Article 9**

**COMMITTEE ON COMMUNICATIONS AND LEGISLATION**

**§ 2490.** The regular meetings of the ~~Legislative~~ Committee on Communications and Legislation shall be held on the Tuesday on which regular Board meetings are held beginning at 8:00 am.

**§ 2491. Duties and Functions.**

The ~~Legislative~~ Committee on Communications and Legislation shall study, advise and make recommendations to the Board with regard to, and in the following manner:

(a) Review and make recommendations based upon presentations of the General Manager regarding proposals for State and Federal legislation, or amendments thereto, that may affect the District, and coordinate such review with other Committees of the Board;

(b) Review staff and Board members' recommendations for positions on such legislation;

(c) Consider the need for new legislation as identified by members of the Board or the General Manager;

(d) Coordinate with the General Manager opportunities for members of the Board to assist in efforts to inform members of the Legislature or the Congress with regard to proposed legislation;

(e) Review the effectiveness of legislative advocacy efforts by staff and members of the Board; ~~and~~

(f) Review the effectiveness of Metropolitan's public affairs, government affairs and external communications efforts; and

(g) Provide direction to the Communications Division to ensure pro-active, timely messages, which reflect Board policies, and Metropolitan programs and activities to the member agencies and the general public.

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