

Iowa Hill Joint Advisory Committee
Meeting Procedures

Rule 1.0 Time and Place

- (a) Meetings of the Iowa Hill Joint Advisory Committee are subject to the Ralph M. Brown Act (California Gov. Code §§ 54950, *et seq.*).¹
- (b) Pursuant to Section 54954, regular committee meetings shall occur at the call of the co-chairs. Agendas will be posted at least 72 hours in advance of the meeting. All meetings shall be held in El Dorado County at a location easily accessible to the public.
- (c) Any meeting of the Committee may be adjourned for cause, in good faith, to any time, or from time-to-time, when necessary for the expeditious transaction of business.

Rule 1.1 Parliamentary Procedures

In all cases not provided for by these rules, the authority shall be Robert's Rules of Order (current edition).

Rule 1.2 Order of Business

The Regular order of business at each Committee meeting shall be:

- (a) Call to Order
- (b) Approval of the Agenda
- (c) Approval of the Minutes
- (d) Discussion of Agenda Items
- (e) Statements from Public (agenda items)
- (f) Public Comments (non-agenda items)
- (g) Adjournment

Rule 1.3 Committee Composition

- (a) The Committee shall have two co-chairs. One shall be a representative of the El Dorado County Board of Supervisors (County). The second shall be a representative of the Sacramento Municipal Utility District (SMUD) who has been appointed by the SMUD Board of Directors or by the SMUD general manager.
- (b) If either or both of the co-chairs are unavailable or unable to attend a meeting, the second appointee from that entity will serve in his/her absence.
- (c) The Committee shall consist of seven members including the two co-chairs:

- (i) Two members representing SMUD;

¹ All references are to the California Government Code unless specified otherwise.

- (ii) Two members representing the County; and
- (iii) One member from each of the following organizations: (1) Iowa Hill Action Committee; (2) Camino Advisory Committee; and (3) Apple Hill Growers.

Rule 1.4 Quorum

A quorum shall exist when three of the four representatives from the County and SMUD are present, including both co-chairs or their alternate co-chairs, and at least one of the community representatives are present. For the purposes of constituting a quorum, an alternate, serving as a co-chair, will be treated in the same manner as the designated co-chair, such that a quorum still exists when an alternate is serving as a co-chair. No business shall be conducted when a quorum is not present.

Rule 1.5 Presiding Officers

The co-chairs of the Committee shall preside over Committee meetings. The co-chairs shall rotate presiding over the procedural aspects of the meetings. All decisions of the co-chairs shall be unanimous.

Rule 1.6 Voting

- (a) Votes of the Committee shall have no binding authority over any matter.
- (b) The Committee shall strive to reach consensus on each specific recommendation. Where consensus is reached, the co-chairs shall submit a written recommendation to the SMUD Board of Directors. Where consensus is not reached, the co-chairs shall submit a written recommendation that includes both majority and minority views to the SMUD Board of Directors.
- (c) A subcommittee of the full Committee may be established by agreement of the co-chairs. Subcommittees constituted by a quorum of the Committee must comply with these operating procedures, including Section 1(a) above.

Rule 1.7 Public Participation

- (a) Members of the public who wish to address the Committee may speak up to three minutes on agenda items and items of interest to the public that are within the Committee's jurisdiction. Where both co-chairs agree, the time limit may be increased up to ten minutes, provided that permission to extend time occurs before the visitor begins speaking.
- (b) Any person desiring to address the Committee on an agenda item shall file with the co-chairs a written request for permission to address the Committee prior to the time the matter is called.

(c) In the event any meeting of the Committee is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting infeasible, the co-chairs may order (i) the person, group, or groups of persons willfully interrupting the meeting to leave the meeting or be removed from the meeting, or (ii) adjourn the meeting pursuant to Section 1.0(c).

(d) Presentation requests may be initiated in writing by any individual and submitted to the co-chairs at least one week prior to a Committee meeting. Requests must state the following information:

- (i) Subject matter
- (ii) Presenter's name, address, and telephone number
- (iii) Any action(s) which the requestor wishes the Committee to take
- (iv) Amount of time requested, not to exceed 10 minutes
- (v) Desired Committee meeting date (if known).

The co-chairs shall review all presentation requests so received. For those items the co-chairs deem to be proper areas for discussion or action by the Committee, presentations will be listed on the Committee's agenda under information items and/or presentations.

(e) Individuals will be limited to the time allocated or by these procedures and will not be allowed to accept time from other individuals.

Rule 1.8 Agenda and Minutes

(a) The SMUD Co-chair shall be responsible for: (1) issuing the agenda to the El Dorado Co-chair, Committee members, and persons within SMUD's service area who have requested notice of Committee meetings; (2) taking minutes; and (3) coordinating the posting of public notices within SMUD's service area.

(b) The EL Dorado Co-chair shall be responsible for (1) securing a meeting location within its boundaries; (2) issuing the agenda to persons within the county who have requested notice of Committee meetings; and (3) coordinating the posting of public notices at the meeting location and within the county.

(c) Committee meeting minutes shall be in summary form.

(d) A copy of the minutes of each regular or special meeting will be distributed to each member of the Committee with the next regular meeting agenda packet. The minutes of the preceding meeting shall not be read at any Committee meeting unless a member of the Committee shall request it, but the co-chairs shall inquire whether there are corrections to the minutes and shall order them approved without reading after any corrections ordered have been made. Minutes so approved shall be and constitute the only official record of the Committee's meetings.

Rule 1.9 Agenda

- (a) The SMUD Co-chair shall prepare and issue an agenda for each regular meeting of the Committee.
- (b) Matters not on the agenda for a regular meeting shall not be considered by the Committee.
- (c) Matters on the agenda for regular meetings which have not been considered and acted upon at such meetings or continued to a subsequent meeting shall be deemed continued to the following regular meeting until they can be re-listed as a regular item pursuant to paragraph (a) of this rule.
- (d) Whenever the Committee fails to take action on an item on the Committee's agenda, the Committee shall set a date for reconsideration of the item. If for any reason the Committee fails to set such a date, the SMUD Co-chair shall list all such items as a "pending item" on the action item section of the next regular agenda.
- (e) When a person submits a written request to make a presentation at a future Committee meeting, the item will be placed on the agenda pursuant to Rule 1.7 (d) above.
- (f) The following persons and agencies are authorized to place matters on the regular agenda of the Committee:
 - (i) Any Member of the Committee, subject to the approval of the co-chairs, or any two Members of the Committee
 - (ii) The SMUD Board of Directors
 - (iii) The general manager of SMUD and her designees
 - (iv) The El Dorado County Board of Supervisors.
- (g) Requests for placement of items on the Committee's regular agenda by other persons or agencies will be referred to the Committee co-chairs.
- (h) Items for placement on the agenda should fall into the following categories:
 - (i) Presentations by outside groups that have provided prior notification to the Committee
 - (ii) Items requested in accordance with Rule 1.9(f) above.

Rule 1.10 Addressing the Co-chairs and Recognition to Speak

- (a) When any member is about to speak, he or she shall seek recognition to speak from the co-chairs; when two or more members address the co-chairs at the same time, the co-chairs shall name in which order they shall speak.

(b) The co-chairs have discretion over the order in which committee members speak and the frequency with which they make comments.

Rule 1.11 Amendment of Committee Meeting Procedures

These meeting procedures may be amended upon agreement of the Co-chairs.