



Action Item: Adoption of Internal Rules and Regulations for Activities of the California Water Commission

Background

Historically, the California Water Commission utilized a set of Rules and Regulations to define and clarify the relationships, responsibilities, privileges, and obligations of the members.

At the January 2011 meeting, Interim Executive Officer Sue Sims proposed that the Commission adopt similar guidelines for its operations. The proposed regulations have been created based on the previous Commission's regulations, and updated to reflect the needs and operation of the current Commission.

Proposed Rules and Regulations

DRAFT Internal Rules and Guidelines for Activities of the California Water Commission February 2011

Statutory provisions for the appointment, compensation, and general activities of the California Water Commission are found in sections of the California Water Code, sections of the Government Code, the "Bagley-Keene Open Meeting Act" which is also part of the Government Code, and in sections of the Code of Civil Procedure.

For the purpose of defining and clarifying the relationships, responsibilities, privileges, and obligations of the members, the members of the Commission hereby adopts these administrative rules and guidelines to be effective until changed by a majority vote of its members or superseded by legislative enactment or judicial interpretation:

1. Commission Officers

- a. Shall consist of a Chairperson and Vice Chairperson each of whom shall be elected by a majority of the members to serve a one-year term to begin in January.
- b. The Chairperson shall have all the usual and customary authority and prerogatives of a presiding officer in addition to such as are provided by statute.

- c. The Vice Chairperson shall act in the absence or unavailability of the Chairperson and, when so acting, shall have the same authority and prerogatives as the Chairperson.
- d. In the absence of both the Chairperson and Vice Chairperson from any meeting, the members present, if constituting a quorum, shall elect a temporary chairperson who shall preside at that meeting.
- e. Should a vacancy occur in either office prior to the expiration of a term, a successor will be selected by a majority vote to fill the unexpired term.

2. Meetings

- a. Regular monthly meetings will be held on the third Wednesday of each month. The Chairperson, with the consent of a majority of the commissioners, may change the place, date and time of any meeting.
- b. Special meetings may be called and held, for certain defined purposes, when delay of such meeting to comply with the normal 10-day notice period would impose a substantial hardship on the Commission or where immediate action is required to protect the public interest, provided that at least a majority is present. Notice of such special meeting shall be given consistent with the Bagley-Keene Open meeting act at least 48 hours in advance. (Government Code Section 11125.4)
- c. Any regular or special meeting may be adjourned or postponed to a later date by a majority of the members present.

3. Committees, Sub-Committees

- a. The Commission may form subcommittees to consider specific matters and report back to the full Commission.
- b. Any member of the Commission, whether appointed to such committee or not, is authorized to attend such proceedings and participate therein. Such attendance shall be in performance of the member's official duties.

4. Compensation, Expenses

- a. Members of the Commission shall receive compensation and reimbursement of necessary expenses incurred as provided by law and the administrative regulations of the State of California, when attending meetings of the Commission or of any of its committees, or when engaged in the performance of their official duties.

These internal rules and guidelines can be changed on approval of a majority of the members of the Commission.

Staff Recommendation

Staff recommends that the Commission approve the proposed rules and regulations.

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Meeting Date: February 16, 2011
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