



OFFICE OF COUNTY COUNSEL

559-675-7717

**200 West 4th Street
Madera, CA 93637**

Board of Supervisors

BRETT FRAZIER
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District 2

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DATE: August 8, 2018

TO: GSA Advisory Committee Members

FROM: Michael R. Linden, Deputy County Counsel

SUBJECT: GSA Advisory Committee Conduct Rules

1. The Board will appoint the Advisory Committee chair and vice-chair, to serve on a one-year basis. After such a time, the vice-chair will become the chair, and the Board will appoint a new vice-chair.
 - a. Note: Advisory Committee appointments are for one year only, so the vice-chair will only become the chair if he or she is re-appointed.
2. The Board will establish a time and place for regular meetings of the Advisory Committee, and reserve the right to call special meetings as the need may arise.
 - a. The meeting schedule was set on December 19, 2017. The last 2018 regularly scheduled meetings set for November 7 (Madera Subbasin), November 14 (Chowchilla Subbasin), and November 21 (Delta-Mendota Subbasin).
3. All Advisory Committee meetings shall comply with the Ralph M. Brown Act, Government Code section 54950, et seq.
 - a. It is the role of the committee Secretary (Director of the Department of Water and Natural Resources) to comply with the Brown Act's meeting notice and agenda posting requirements.
 - b. The committee members may not conduct business outside of the confines of a noticed public meeting where such business would develop a concurrence as to action to be taken.
 - i. Developing a concurrence is broadly construed, meaning any discussion or information that assists a member in voting on a matter.

- ii. Since it only takes a majority of a quorum to approve an item, three members is enough for a majority to develop a concurrence.
 - iii. The Brown Act can also be violated if several one-on-one meetings or conferences lead to a discussion, deliberation, or action by a majority.
 - c. Exceptions to this rule applicable to the committee include:
 - i. Individual contacts between a member of the legislative body and any other person.
 - ii. A legislative body majority attending a conference or similar gathering open to the public that addresses issues of general interest to the public or to public agencies of the type represented by the legislative body.
 - iii. A legislative body majority attending an open and publicized meeting held by another organization to address a topic of local community concern.
 - iv. A majority of a legislative body attending an open and publicized meeting of: (1) another body of the local agency and (2) a legislative body of another local agency.
 - v. A majority of a legislative body attending a purely social or ceremonial occasion.
 - d. If you have an item that you would like to put on the committee's agenda, please communicate with the committee Secretary and Chair only.
- 4. Advisory Committee meeting minutes will be recorded by the Director or Director's designee, and distributed to the Board upon request.
- 5. The Advisory Committee may make non-binding recommendations to the Board.
 - a. The committee Secretary, or her designee, has been tasked with bringing recommendations back to the GSA Board of Directors at a public meeting.
 - b. The GSA Board retains the sole discretion to adopt any such recommendations.
- 6. A quorum of the Advisory Committee shall be a majority of the appointed committee members that hold a vote. A meeting cannot take place without a quorum, and the affirmative vote of a majority of the members present at a meeting is necessary for the passage of any motion.
 - a. The quorum should be established in the record by roll call at the beginning of the meeting.

7. The voting on all matters shall be made by roll call, and shall be reported as such in the meeting minutes.
8. Unless otherwise specified by the Board, Rosenberg's Rules of Order will be utilized by the Advisory Committee.
 - a. Rosenberg's Rules of Order were created by a former Yolo County Supervisor in order to provide simplified rules of parliamentary procedure for local agencies.
 - b. See attached memorandum regarding conduct of meetings.
9. The Advisory Committee members must regularly attend all meetings, and keep their constituent groups informed about ongoing issues and actively seek their input.
10. The Board, in its discretion, may assign tasks to the Advisory Committee. Such assignments should include the duration for completion of a particular task, and a description of the resources, including staff or consultant support, available to the Advisory Committee in performing the task.

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