



## County of Madera Groundwater Sustainability Agency 2019 Advisory Committee Rules and Provisions

- A. The Board of Directors (“Board”) has established the 2019 Advisory Committee regular meetings to take place at the Government Center at 2:00 p.m. on January 3, March 7, May 2, July 11, September 5, and November 7. Both the Board and the Advisory Committee Chair can call special meetings as the need may arise.
- B. The 2019 Advisory Committee has thirteen members and five alternates that were appointed by the Board. The committee members must regularly attend meetings and keep their constituent groups informed about ongoing issues and actively seek their input.
- C. The alternates will participate on the Advisory Committee to the extent necessary to complete the thirteen member committee. The alternates will decide amongst themselves as to which ones will participate at a particular meeting. Should the alternates be unable to come to such an agreement, the committee Secretary (Director of the Department of Water and Natural Resources) will decide what alternates will participate in the meeting.
- D. The Board has appointed the Advisory Committee Chair (Devin Aviles) and Vice-Chair (Jim Maxwell) to serve on a one-year basis. Advisory Committee appointments are for 2019 only, so the Vice-Chair will only become the Chair if he is re-appointed.
- E. A quorum of the Advisory Committee is a majority of the thirteen member committee. A meeting cannot take place without a quorum.
- F. All Advisory Committee meetings shall comply with the Ralph M. Brown Act (Government Code section 54950, et seq.).
  1. It is the role of the committee Secretary to comply with the Brown Act’s meeting notice and agenda posting requirements.
  2. The members may not conduct business outside of a noticed public meeting where such business would develop a concurrence as to action to be taken.
    - a. Developing a concurrence is broadly construed, meaning any discussion or information that assists a member in voting on a matter.

- b. Since seven members constitutes a quorum of the Advisory Committee, and it only takes a majority of a quorum to approve an item, four members is enough for a majority to develop a concurrence.
    - c. The Brown Act can also violated if several one-on-one meetings or conferences leads to a discussion, deliberation, or action by a majority.
  - 3. Exceptions to this rule applicable to the Advisory Committee include:
    - i. Individual contacts between a committee member and any other person.
    - ii. A 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 majority attending an open and publicized meeting held by another organization to address a topic of local community concern
    - iv. A majority 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 attending a purely social or ceremonial occasion.
  - 4. If you have an item that you would like to put on the committee's agenda, please communicate with the Secretary and Chair only.
- G. Unless otherwise specified by the Board, Rosenberg's Rules of Order will be utilized by the Advisory Committee.
  - 1. The Chair is charged with running the meeting and proceeding through the agenda.
  - 2. The quorum is established by roll call at the beginning of the meeting.
  - 3. The Chair announces the items described in the agenda, and the format for consideration if necessary.
    - a. An item may be for discussion only, or may involve a non-binding recommendation to the GSA Board.
  - 4. The Chair then passes the matter over to the person who is presenting the item.
  - 5. The Chair will ask the committee members if they have any questions.
    - a. The Chair is typically is the last person to speak about a matter.
  - 6. The Chair opens the matter for public comment.
    - a. If necessary, the Chair can limit the time period for the speakers (3 minutes is typical).

7. When no one else comes forward, public comment can be closed, and the item can be brought back to the committee for discussion.
8. If an item is an action item, Chair should invite a motion from committee.
  - a. Although not prohibited, the Chair typically does not make a motion.
  - b. Once motion is made, the Chair should verbally identify the committee member who made the motion.
  - c. The same process takes place for seconding of motion.
    - i. If motion is not seconded, the Chair can declare the motion failed.
  - d. A motion can be made to amend, or substitute for, the pending motion. However, the committee cannot take action a matter not on the agenda.
  - e. If no further discussion is desired, the Chair calls for a vote.
    - i. Voting is done by roll call, and reported as such in the minutes.
  - f. Unless a super-majority is required under Rosenberg's Rules, a majority of a quorum of the Advisory Committee is sufficient to pass a motion.
- H. The Advisory Committee may make non-binding recommendations to the Board.
  1. The committee Secretary, or her designee will take recommendations back to the GSA Board of Directors at a public meeting.
  2. The GSA Board retains the sole discretion to adopt any such recommendations.
- I. Advisory Committee meeting minutes will be recorded by the Secretary or her designee, and distributed to the Board upon request.
- J. 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.