

PROCEDURES FOR DELTA STEWARDSHIP COUNCIL MEETINGS

1. **Purpose:** These procedures are adopted for the purpose of providing for the orderly and effective conduct of meetings of the Delta Stewardship Council (Council).
2. **Open Meetings:** All meetings of the Council will be conducted in accordance with the Bagley-Keene Open Meeting Act (Government Code Sec. 11120 et seq.). Meetings of the Council will be open to the public, except for such closed sessions as authorized by that act (e.g., personnel decisions, pending litigation). Meetings will be webcast (and then archived on the Internet) or otherwise recorded electronically, subject to available funding and the proper functioning of equipment.
3. **Time and Place of Regular Meetings:** Unless otherwise specified, the Council will meet regularly, on the fourth Thursday and Friday of every month, at the Secretary of State's Office Auditorium at 1500 11th Street, Sacramento, California. At least two regular meetings will take place at an alternate location within the boundaries of the legal Delta or Suisun Marsh.
4. **Special and Emergency Meetings:** Under certain limited circumstances necessitating immediate action, as specified in the Bagley-Keene Act, the Council may convene a special or an emergency meeting in accordance with that act.
5. **Hearings:** The Council may hold hearings in all parts of the state necessary to carry out the powers vested in it, and for these purposes, has certain powers conferred upon the heads of state departments specified in law (Government Code Sec. 11180 et seq.). Any hearing by the Council may be conducted by any member, or other designee, upon authorization of the Council, and he or she will have all powers duly granted to the Council under law, provided that any final action of the Council will be taken by a majority vote of the membership of the Council at a regular meeting.
6. **Teleconference Meetings:** The Council may conduct audio or audio/visual teleconference meetings in accordance with the Bagley-Keene Act. When a teleconference meeting is held, each site that includes a member of the Council must be listed on the agenda and accessible to members of the public; all proceedings must be audible; and votes must be taken by roll call. The Council may also provide members of the public with additional locations from which the public may observe or address the Council by electronic means.
7. **Quorum/Voting:** A majority of the voting members of the Council will constitute a quorum for the transaction of the business of the Council. A majority vote of the voting membership is required to take action with respect to any matter. The vote of each member will be individually recorded. The board will not transact the business of the Council if a quorum is not present at the time a vote is taken; however, board members constituting less than a quorum may meet as a committee of the board and submit their recommendations to the board when a quorum is present.

- 8. Election and Duties of Chair/Vice Chair:** Council members will elect a Chair and a Vice Chair from among the membership, each of whom will serve for not more than four years in that capacity. The Chair will preside over all meetings of the Council, maintain orderly procedure in accordance with these procedures and applicable law and decide questions of procedure subject to appeal to the full membership. The Chair may vote on all matters before the Council, may participate in discussions relating to any matter, and may second any motion without relinquishing the chair. In the Chair's absence or inability to act, the Vice Chair shall preside.
- 9. Attendance/Duties of Executive Officer, Chief Counsel, and Assistant to Council:** The Executive Officer, or an appropriate designee, will attend all meetings of the Council, and be prepared to advise the Council on all matters coming before it and for implementing all actions taken by the Council. The Chief Counsel, or an appropriate designee, will attend all meetings of the Council, and will act as parliamentarian and be prepared to advise the Council on questions of law. The Assistant to the Council, or an appropriate designee, will attend all meetings of the Council, facilitate orderly public comment through the use of speaker request forms, and maintain a full and complete record of all meetings and the vote of each member as required by law and these procedures.
- 10. Required Notice/Agendas:** The Assistant to the Council will ensure that notices of regular meetings, along with agendas that sufficiently describe the items of business to be transacted or discussed, are posted on the Internet and mailed, as appropriate, at least 10 days in advance of the meeting. The Executive Officer will prepare agendas for the Council, working closely with the Chair and other members, and with the Chief Counsel, regarding closed session items. Action items of a routine nature may be bundled together as a single consent calendar item; provided that any member may remove any item from the consent calendar, to be discussed and voted upon separately at an appropriate place in the agenda determined by the Chair, and the Council will then approve the remainder of the consent calendar. At the discretion of the Council, all items appearing on the agenda, whether or not expressly listed for action, may be deliberated upon and may be subject to action by the Council. A public comment period will be included at the end of each agenda, during which time, members of the public may address the Council—subject to reasonable time limits set by the Chair-- on matters within its jurisdiction, but not listed for action or discussion on that agenda. Items may not be added to a posted agenda, except in limited circumstances necessitating immediate action, as specified in the Bagley-Keene Act.
- 11. General Format for Agenda Item Discussion at Meetings:** (A) The Council will discuss agenda items in sequential order; provided that the Chair may take items out of sequential order to accommodate the public or expedite the conduct of the meeting; (B) The Chair will clearly announce the agenda item number and state what the subject is; (C) the Chair will then invite the appropriate persons to report on the item, including any recommendations they may have; (D) the Chair will ask members if they have any technical or other clarifying questions regarding the item; (E) the Chair will invite public comments on the item, and, if numerous

members of the public wish to speak (as indicated by the number of speaker request forms submitted), may limit the time of each public speaker; (F) the Chair will invite a motion for the members, and announce the name of the member who makes the motion; (G) the Chair will determine if any member wishes to second the motion, and will announce the name of the member who seconds the motion. The Chair, in his or her discretion, may decide to proceed with consideration and a vote on the motion even when there is no second; (H) If the motion is made and seconded, the Chair will make sure that all members understand the motion; (I) the Chair will then invite discussion of the motion by the members; (J) the Chair will then take a vote, announce the results, and state what action (if any) the Council has taken.

- 12. Overruling the Chair:** A decision of the Chair with respect to the interpretation or applicability of these procedures may be overruled by a majority vote of the membership of the Council.
- 13. Robert's Rules:** If these procedures or the law do not clearly address a specific procedural situation, the Chair may refer to the current edition of Robert's Rules of Order for guidance.