



**POLICIES & PROCEDURES
FOR THE GOVERNING BOARD**

**CITIZENS ADVISORY
COMMITTEE
Policy 522**

POLICY 522 – CITIZENS ADVISORY COMMITTEE

POLICY

To establish policy for the operation and administration of the Sweetwater Authority Citizens Advisory Committee (CAC) established by the Governing Board (Governing Board) of the Sweetwater Authority (Authority) on April 10, 2019, and to provide the CAC with clear and concise operating guidelines to perform their duties.

PROCEDURE

I. Background:

The Citizen’s Advisory Committee (CAC) was established by a vote of the Governing Board of the Authority on April 10, 2019, for the purpose of providing citizen and rate payer involvement in advising the Governing Board on ways it could improve its efficiency regarding the Authority’s operations.

II. Composition and Selection:

A. The CAC will consist of seven (7) members (Members) and seven (7) alternate members (Alternates). Terms for the initial Members/ Alternates will be staggered between approximately two (2) and four (4) years for the initial cycle, determined by lot or other game of chance during the meeting in which Members/ Alternates are formally appointed by the Governing Board. All terms thereafter will be four (4) years. Members and Alternates shall not be subject to term limits. Terms for Members/ Alternates for the initial cycle designated as having approximately two (2) year terms, shall end in January 2021, and terms for Members/ Alternates designated as having approximately four (4) year terms, shall end in January 2023.

B. Members and Alternates will be selected as follows:

Each Authority Director shall make a nomination of one Member and one Alternate to the CAC. For Authority Directors who are members of the Board of Directors of South Bay Irrigation District (SBID), nominees shall be ratepayers of the nominating Director’s SBID division. For Authority Directors who are appointed by National City, nominees shall be ratepayers of National City.

The appointment of nominees to fill expired terms on the CAC shall occur at a regular meeting of the Governing Board in January or February of odd numbered



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years. In the event any Authority Director fails to make nominations for Members/ Alternates to the CAC prior to the agenda deadline for the last regular meeting in February, formal appointment of any such nominee shall take place at the soonest practicable meeting of the Governing Board following the nomination. Additionally, vacancies in the position of Member or Alternate shall be filled as soon as practicable by nomination by the applicable Authority Director and appointment by the Governing Board.

III. Orientation/ Training/ Establishment of Meeting Date and Times/ Conduct for Meetings:

- A. Authority staff will provide a biennial briefing/ orientation to Members/ Alternates on the mission of the Authority and an overview of the Authority's Strategic Plan and Work Plan for the applicable fiscal year. This biennial briefing/ orientation shall be held in conjunction with the first CAC meeting following new appointments by the Governing Board in odd numbered years. In the event of an appointment of a Member or Alternate to fill a mid-term vacancy, Authority staff shall schedule a briefing/ orientation with the newly appointed Member/ Alternate.
- B. Following the briefing/ orientation meeting, the CAC will convene and determine: (1) a proposed list of relevant issues following the implementation schedule set forth in the Authority's Detailed Work Plan (short term of 0 – 2 years, medium term of 2 – 5 years, and long term of more than 5 years) to be considered by the CAC, and (2) a proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), for presentation to the Governing Board after the second CAC meeting of each odd numbered year, for the Governing Board's prioritization and approval. Management will inform the Governing Board of any staffing or budgetary impacts associated with the CAC proposed list of relevant issues or meeting dates and times.
- C. The CAC will meet on its established meeting dates, as approved by the Governing Board. Meetings will comply with the Ralph M. Brown Act and will be held at one of the Authority's facilities. The CAC shall meet no less than quarterly and only conduct business when a full quorum consisting of more than 50% (four (4) or more members) of the Members/ Alternates are present (with Alternates being counted for quorum purposes and voting only when the regular Member is absent). The business of the CAC will be conducted in accordance with Roberts Rules of Order and actions of the CAC require the affirmative vote of at least (4) members of the CAC regardless of the number of CAC members present. Anything less than four (4) voting in favor of particular motion represents a failed motion. Minutes of the CAC will be taken that reflect the agenda items discussed and actions taken at each meeting.



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- D. CAC Members/ Alternates may attend SWA Committee and Governing Board meetings and provide individual or organized public comment regarding CAC approved recommendations on items or issues to be considered by the Governing Board. When representing the CAC, the Member/ Alternate public comment must reflect the official position of the CAC as determined by an official action garnering the requisite number of affirmative votes as specified in Section III.C. above. In all cases where applicable, Authority staff will convey information on official CAC recommendations to the applicable Authority Committee and/or the Governing Board prior to or as part of the Governing Board's consideration of the items or issues under consideration. The CAC should deliver CAC approved recommendations to Authority staff in time to reasonably be added to reports provided to the Governing Board. The Detailed Work Plan approved by the Governing Board provides the framework for what items will be considered by the Governing Board and when those items will be considered. Authority staff should notify the CAC, in all instances where practicable given operational constraints, as to applicable deadlines for receipt of official CAC recommendations, to enable compliance with scheduling legal requirements.
- E. The Governing Board Chair and CAC Chair will meet quarterly. The CAC Chair will make a quarterly presentation to the full-Board.
- F. The Governing Board and CAC will host a joint meeting in June of every calendar year, or at some other time determined by the Governing Board.
- G. Each CAC Member/Alternate shall receive at least two (2) hours of sexual harassment prevention training (including anti-bullying training) within the first six (6) months of being appointed, and every two (2) years thereafter. (Government Code § 53237.1.) The training shall be provided by an agency, an association of local agencies, or other entity, in accordance with the requirements of applicable law. Harassment training may include training courses, or sets of self-study materials with tests, to meet the requirements of applicable law. These courses may be taken at home, in person, or online. (Government Code § 53237.1.) The Secretary of the CAC shall provide Members/Alternates information on the training available to meet these requirements in writing before assuming the appointment and every two (2) years thereafter. (Government Code § 53237.1.) Existing Members/Alternates shall have until the end of 2021 to complete the training.

All Members/Alternates shall provide the training certificate, which providers of training courses are required to provide to participants, to the CAC Secretary indicating the dates upon which they attended harassment prevention training



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sessions to satisfy these requirements. Said certificate shall also include the entity which provided the training. The CAC Secretary shall maintain the records indicating the dates that each of the Members/Alternates satisfied their requirements and the entity which provided the training. These records shall be maintained for at least five (5) years after the training and are subject to disclosure under the Public Records Act. (Government Code § 53237.2.)

IV. CAC Staffing/Support:

The General Manager shall designate Authority staff to support the CAC as Secretary and Liaison. Additional consultant services may be utilized to support the CAC as recommended by the General Manager and approved by the Governing Board.

V. Requesting Information:

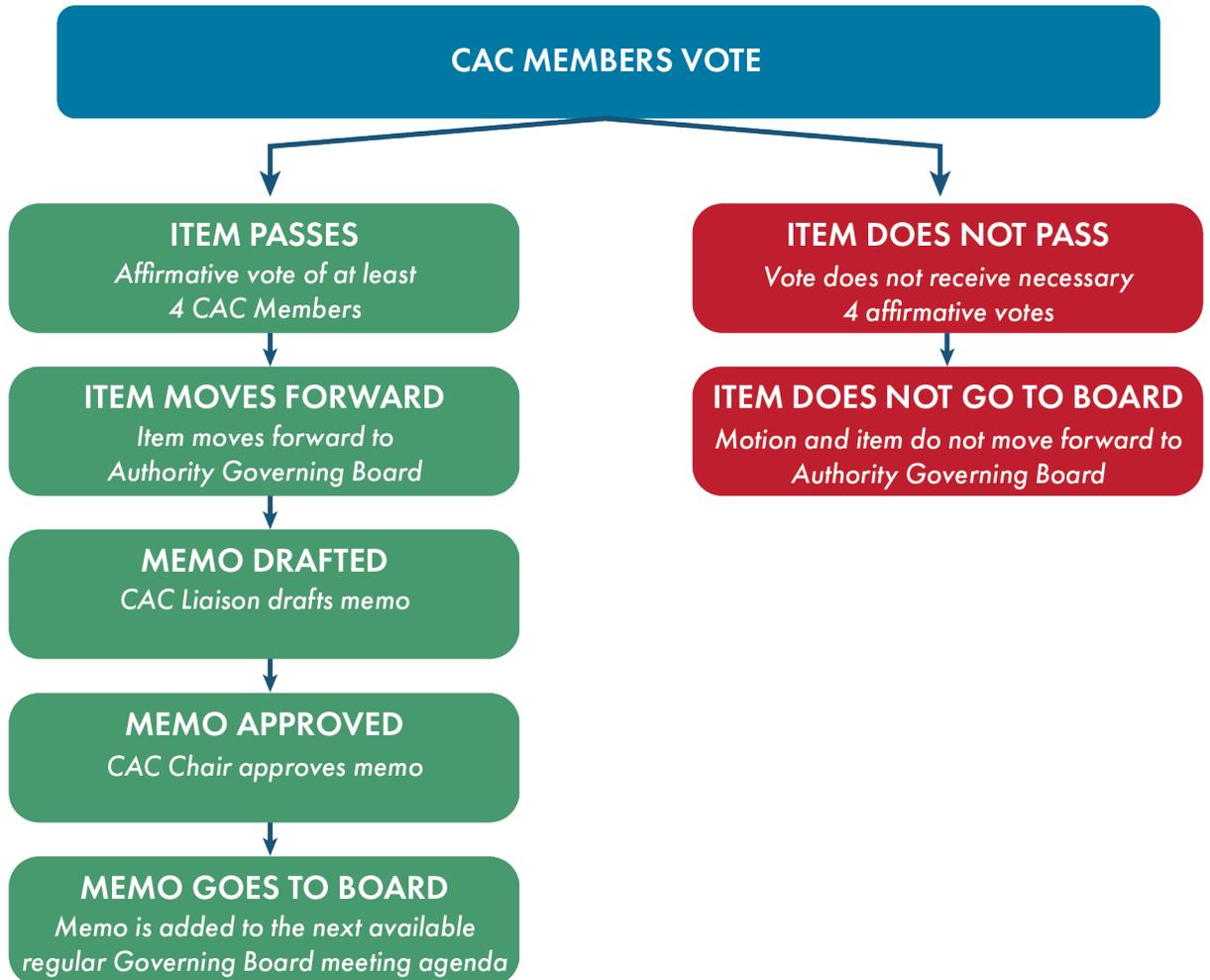
The CAC may make formal requests for information from the CAC Liaison related to the approved list of issues to be considered, including, for example, documents and presentations by Authority subject matter experts at meetings. The CAC Liaison shall make every reasonable effort to provide requested information in a timely fashion to allow the CAC to make the most informed decision possible. Any requests for substantive information or research that entail substantial effort or cost will require Governing Board approval.

VI. Recommendations from the CAC to the Governing Board:

CAC recommendations to the Governing Board, will be memorialized in a memo prepared by the CAC Liaison after approval by the CAC Chair, and included as an item on the next available regular Governing Board meeting agenda. Memos will reflect the voting record of the CAC.



CAC RECOMMENDATIONS PROCESS



VII. Membership Removal:

- A. CAC Members and Alternates are subject to removal at any time by a majority vote of the Board of Directors, or as indicated below.
- B. If a CAC Member or Alternate is absent for three (3) consecutive meetings, unless excused for good cause by the Chair of the Governing Board, Authority staff will



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contact the Member or Alternate by phone or in writing and inform him or her of this section. If the Member or Alternate misses a fourth (4th) consecutive meeting, he or she shall be removed through a written notification from the Chair of the Governing Board.

- C. To vacate a position, a CAC Member or Alternate shall send a written resignation letter to the Board of Directors.
- D. If a CAC Member or Alternate ceases to be a resident of the division from which he or she was appointed (if appointed by a Director from SBID) or of National City (if appointed by a Director from National City), the Member or Alternate is deemed to have resigned his or her CAC membership.
- E. If a CAC Member or Alternate fails or refuses to take Sexual Harassment Prevention Training or to provide a copy of the training certificate, as described above.

