

CITY OF STOCKTON
WATER ADVISORY GROUP RULES
Approved May 19, 2010
Revised January 3, 2018

SECTION 1. MEETINGS

The Water Advisory Group ("Group") shall meet twice quarterly, on the first Wednesday of the first two months in each quarter; and report once quarterly to the Council Water Committee at 425 N. El Dorado Street, Stockton, CA 95202. The time and place of the meetings may be altered or changed by the Group at any regularly scheduled meeting. Additional meetings may be held at any time upon the call of the Chairperson or by a majority of the voting members of the Group.

SECTION 2. OFFICERS

A. The elected officers of the Group shall be a Chairperson and a Vice-Chairperson. The Vice-Chairperson will serve in the absence of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the members present at such a meeting may elect a Chairperson pro-tem.

The Chairperson and Vice-Chairperson shall serve one-year terms. However, should the election of officers be delayed for any reason, the then current Chairperson and Vice-Chairperson shall continue in office until such time as an election of officers is held.

The Group shall elect a Chairperson and Vice-Chairperson annually. The election shall be scheduled for the regular meeting in July of each year. The election may be postponed until such time as or to such other date the Group may choose.

Election of the Chairperson and Vice-Chairperson shall be by majority vote.

B. The duties and powers of the officers of the Group shall be as follows:

Chairperson:

- (1) Preside at all meetings of the Group;
- (2) Call special meetings of the Group in accordance with these rules;
- (3) Sign documents of the Group;
- (4) See that all actions of the Group are properly taken;
- (5) Coordinate with the Secretary concerning the agenda.
- (6) Provide a written report to the Group on all issues discussed in meetings attended as the representative of the Group.

Vice-Chairperson: During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all responsibilities of the Chairperson. The Vice-Chairperson shall succeed the Chairperson if the Chairperson vacates office before his or her term is completed, the Vice-Chairperson to serve the unexpired term of the vacated office. The new Vice-Chairperson shall be elected at the next regular meeting following such resignation.

Secretary: The Secretary shall be the Director of MUD, or his or her designee, and shall keep the minutes of all meetings of the Group. In addition, the Secretary shall maintain all other records of the Group.

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SECTION 3. AGENDA

- A. A written agenda shall be prepared and posted for each regular, adjourned regular and special meeting of the Group in accordance with the Brown Act.
- B. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting.
- C. The Group shall take no action on any item that does not appear on the posted agenda, except as provided in the Brown Act.
- D. The Group may, by majority vote, designate any matter to be placed on the agenda for a future meeting.

SECTION 4. DUTIES OF THE WATER ADVISORY GROUP

The Group shall review and advise the Council Water Committee on current and future policy issues impacting the water, wastewater, and stormwater utilities as directed by the Council Water Committee.

SECTION 5. MEETINGS

- A. All meetings of the Group shall be public and held in compliance with state law, ordinances of the City and procedures established by the Group.
- B. The Chairperson shall be the final authority on points of order.
- C. Special meetings of the Group may be held at any time upon call of the Chairperson or by a majority of the voting members of the Group.
- D. A numerical majority of the appointed members of the Group shall constitute a quorum and a majority vote of members present at a meeting shall be sufficient to act.

SECTION 6. PUBLIC PARTICIPATION

- A. All items on the agenda shall be open to public participation.
- B. The Group shall set aside, as an item on the agenda, a period at each meeting for those persons wishing to discuss items that are not on the agenda. Persons may address the Group only on items that are within the subject-matter jurisdiction of the Group. The Chairperson shall make the determination of whether an item is appropriate for discussion.
- C. Persons addressing the Group during the oral communication portion of the meeting shall be limited to five (5) minutes, unless the Chairperson extends or reduces the time allowed.
- D. The Group may, at its discretion, limit the overall oral communications period.
- E. The Chairperson may cause an individual to be removed from a meeting in the Chairperson determines that the individual's actions substantially disrupt or interfere with the effective conduct of the meeting.

SECTION 7. GROUP AUTHORITY

The Group shall have the authority to waive the provisions of the procedures established by these rules, unless the law requires the procedure to be followed. Failure of the Group to follow the procedures established herein shall not invalidate or otherwise affect any action of the Board, unless otherwise provided by law.