

## DISTRICT BOARD OF DIRECTORS

|                   |                                |
|-------------------|--------------------------------|
| John L. Varela    | District 1, 2022 Chair Pro Tem |
| Barbara F. Keegan | District 2                     |
| Richard P. Santos | District 3                     |
| Linda J. LeZotte  | District 4                     |
| Nai Hsueh         | District 5                     |
| Tony Estremera    | District 6                     |
| Gary Kremen       | District 7                     |

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|-------------------------|-------------------------|
| Rick L. Callender, Esq. | Chief Executive Officer |
| Michele L. King, CMC    | Clerk of the Board      |
| J. Carlos Orellana      | District Counsel        |



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AN EQUAL OPPORTUNITY EMPLOYER

# Conduct of Committee Meetings

## Welcome!

Thank you for your interest and attending today's Committee meeting. The following provides information to you, as a member of the public, as to how Committee meetings are conducted and how you can participate.

The District Act provides for the creation of advisory boards, committees or commissions by resolution to assist the Board in performing its job, as defined.

Accordingly, the Board may establish the following type of Board Committees to assist it with policy advice, Valley Water Mission implementation, respective expertise, and, very importantly, to help produce the link between Valley Water and the community:

**Board Standing Committee** – A Committee created by ordinance, resolution, or formal action of the Board comprised of less than a quorum of the Board and/or external members having continuing subject matter jurisdiction or a meeting schedule fixed by ordinance, resolution, or formal action. Annually, the purpose of an established Standing Committee will be reviewed to determine its relevance.

**Board Ad Hoc Committee** – A Committee comprised of less than a quorum of the Board and/or external members having a limited term, to accomplish a specific task, is established in accordance with the Board Ad Hoc Committee procedure (Procedure No. W723S01), and will be used sparingly. Annually, the purpose of an established Ad Hoc Committee will be reviewed to determine its relevance.

In keeping with the Board's broader focus, Board Committees will not direct the implementation of Valley Water programs and projects, other than to receive information and provide advice and comment. Finally, there is the Independent Monitoring Committee, which functions independently of the Board and the Santa Clara Valley Water District (Valley Water) and is charged with conducting an annual review of the implementation of the intended

results of the Safe, Clean, Water and Natural Flood Protection Program.

Members of these various Committees include elected officials, community leaders, and engaged citizens who have expertise and an interest to serve.

## Open and Public Meetings: The Brown Act

The Ralph M. Brown Act (Brown Act) is California's "Open Meeting" law for local government, created to ensure government transparency to the public. As such, the Brown Act requires that local government entities, which include the Committees, conduct their meetings in an open and public manner. The Brown Act requires that the Committees publish regular meeting schedules; post meeting agendas, at least 72 hours in advance of regular meetings; not discuss any issues or items that are not listed on the posted agenda; provide opportunity for public comment on any item of interest that is within the subject matter jurisdiction of the Committee; and, generally, must hold meetings within Santa Clara County.

## How Meetings Are Conducted

Meetings are called to order by the Committee Chair and roll call is immediately taken to determine if a quorum is present. A quorum of the Committee must be present for business to be conducted. If a quorum is present, the meeting proceeds in accordance with associated agenda, which was posted and distributed to Committee members, including the supporting meeting materials, approximately ten days before the meeting. Should a quorum not be present when roll call is taken, the Committee Clerk may cancel the meeting, or, at the discretion of the Committee Chair, members present may proceed with informational agenda items only.

All Committee meetings are publicly noticed through posted agendas at Valley Water's Headquarters building in an area accessible to the public and on Valley Water's website at [www.valleywater.org](http://www.valleywater.org). For any off-site Committee meetings, agendas are additionally posted at the location where the meeting is scheduled. Finally, Committee meeting times and dates are available on the Valley Water's website.

## Committee Discussion and Action

Committee agenda items are either informational or action. Informational items are contained within the agenda packets and no verbal presentation is given at the meetings. Action items allow action to be taken by the Committee as a whole. Action of a Committee may be taken only upon the affirmative vote of not less than a majority of the appointed members or their alternates present.

Action Only Minutes of the meeting are taken by the Committee Clerk and are brought to the Committee for approval at the next meeting. After approval, the minutes are finalized and published on the Committee's website.

## To Address A Committee

During the meeting, time open for public comment on any subject not on the agenda is allowed for generally three minutes, or as allotted by the Committee Chair. Members of the public interested in speaking during the public comment period should complete a public speaker form, available at the public table, and provide it to the Committee Clerk. Speakers will be called to speak by the Committee Chair in the order that requests are received. In addition, if a member of the public wishes to speak on any item on the agenda, a speaker form should be completed and provided the Committee Clerk. The Committee Chair will allow parties to speak at the time the specified item is heard.

## Meeting Packets and Handouts

Copies of meeting packets and handouts are available to the public on-line at Valley Water's website and at the public table during the meeting. If additional copies of these materials are required, they can be requested from the Committee Clerk. If a member of the Committee or public brings informational documents or handouts to the meeting, 25 copies for all Committee members, staff, and the public should be provided. Ensure that the Committee Clerk receives a copy of all handouts for the Committee's official record.

## Adding Items to Board Committee Meeting Agendas

Committee meeting agendas are developed in accordance with the Brown Act and specifically, for the Board Committees, the Board sets their meeting agendas. Accordingly, there are several ways to add items to a Board Committee's meeting agenda:

- During a Board meeting, the Board may initiate and direct items to be agendized on committee's work plan;
- The Committee Chair may add items to the Committee agenda in accordance with the Brown Act, Board approval and Clerk distribution schedule. There will be no Valley Water staff support for chair-added items. Board approved agenda items will take priority over Committee Chair added items. Committee

Chair must coordinate any addition with the Office of the Clerk of the Board. The Clerk will notify the Committee Board Chair, Board Committee Representative, and Oversight Manager of the additional item.

- A Committee, as a whole, may request an item be placed on their work plan; after making a motion for this and upon Board approval, the committee's work plan is updated accordingly.
- The public may approach a Committee requesting that an item be placed on the committee's work plan; if the committee votes for this, the item request is brought to the Board for approval and placed on the committee's work plan;
- The public may approach the Board during a Board meeting requesting an item be added to the Committee's work plan. If approved by the Board, said item will be placed on the committee's work plan.
- The public may write a letter or e-mail to the Board, requesting an item be agendized. The Board may agendize a discussion at a future Board meeting to consider the request and direct whether to have the item added to the committee's work plan.

## Serving on a Committee

All Committee vacancies available for the public to apply are listed on Valley Water's website at [www.valleywater.org](http://www.valleywater.org). The Board considers nominations and makes appointments as vacancies arise.

If you are interested in serving on any of the Board's Committees or the Independent Monitoring Committee, please download and fill out the Committee Application and mail an original, signed copy to:

Clerk of the Board  
Santa Clara Valley Water District  
5750 Almaden Expressway  
San Jose, CA 95118.

For further assistance or questions, please contact the Clerk of the Board at (408) 630-2277.