

CAB Operating Guidelines

August 12, 2019

Definition: Resolution 2012-28, created the Citizen Advisory Board (CAB). The Board of Commissioner's (BOC) Resolution 2018-015 was approved on October 16, 2018, which updates and clarifies the role of the CAB. That resolution is the over-arching policy governing the CAB. These *CAB Operating Guidelines* supplement that resolution and have been developed by the CAB in cooperation with Public Utility District (PUD) staff and the PUD Management Consultant. These guidelines do not require BOC approval.

CAB Code of Conduct: Members are expected to conduct themselves ethically and address others in a respectful and business-like manner.

Conducting Meetings: *Robert's Rules of Order for Small Boards* (version 11 or latest version) are used to conduct the meetings. CAB members will endeavor to become familiar with *Robert's Rules of Order* and will take training as required.

CAB Elections: The election of a CAB Chair and Vice Chair will take place annually at the December meeting. CAB Officers shall serve for one calendar year.

CAB Officers: The Chair (or the Vice Chair, in the absence of the Chair) presides over the meeting and ensures that the meeting is business-like and focused. The CAB Chair or Vice Chair monitors the timeline on each agenda item to maintain the meeting schedule. The CAB Officers keep a running list of future agenda items.

CAB Review: The CAB will conduct an annual review of the CAB Annual Work Plan to determine what has been accomplished to date, policy recommendations that CAB is working on either as a whole or in a subcommittee, and what might require revision. This review may be done in a regular meeting or a workshop. The CAB Review is then presented to the BOC.

CAB Meetings: The BOC (or GM/designee) will schedule the places and times for all meetings of the CAB. The BOC resolution which created the CAB anticipates that CAB meetings are held monthly. Special meetings may also be scheduled. The GM or their designee must approve special meetings and also be responsible for providing proper notice of all meetings per the Open Public Meetings Act (OPMA), RCW 42.30.

Workshops: A topic being studied by the CAB or CAB training may require a workshop to be scheduled. Workshops may take place during regular or special meetings.

Meeting Agenda: The CAB meeting agenda is prepared by the CAB Chair and/or Vice Chair in cooperation with the General Manager (GM) or his/her designee. The meeting agenda will be developed anticipating a 2 ½ hour CAB meeting duration. In advance of the agenda being prepared, CAB members must contact the CAB Chair letting him/her know that they have a discussion or decision item for the agenda and provide a time estimate. The same applies to PUD

staff or the BOC requesting time on the CAB agenda. The *Meeting Agenda Packet* must be made available to CAB members and the public on the PUD website at least two business days before the meeting date. The meeting location, date, start time and expected duration must be stated on the agenda.

Meeting Minutes: The CAB will record “Summary Minutes” corresponding to the agenda items. *Robert’s Rules of Order* offers a simple guideline - minutes record what decisions are made, not the detail of what was said. Details of CAB meetings are available on the audio recordings. If a vote is not unanimous, the minutes will reflect the votes of each CAB member by name. Approved and signed CAB minutes are posted to the PUD website, preferably within one week.

Meeting Recordings: Audio recordings of CAB meetings will be posted on the PUD website, preferably within one week. An Audio Recording Index will be prepared during the meeting and will be posted to the PUD website at the same time as the audio recording to assist listeners in locating portions of the meeting that may be of particular interest.

Meeting Venue: The CAB meeting venue should easily accommodate the CAB members in a quasi-formal setting with the CAB members facing the audience. A semicircle seating arrangement for the CAB members is preferred so CAB members can see each other. The meeting venue should be large enough to accommodate the expected number of attendees. Venues must conform to the requirements of the Americans with Disabilities Act.

CAB Rules of Debate: Members who wish to speak must first be recognized by the Chair. CAB members may speak a second time on a specific topic only after all members have had an opportunity to speak once.

Addressing Members of the Public: Members of the public / audience may wish to remain anonymous. CAB members should refrain from calling members of the public by name and should refer to a speaker as “A member of the public who said....” when referencing public comments.

Email : CAB members should only use their PUD-assigned email address to communicate with anyone (PUD, BOC, CAB, public) regarding business of the CAB.

CAB Meeting Format: The CAB meeting format should be:

Call to Order and Determine Quorum: The Chair or Vice Chair calls the meeting to order and determines whether a quorum is present.

Introductions: Each CAB Member should state his/her name and the Commissioner District they represent. PUD staff members and other invited guests should state their names and their title / role.

Voluntary Public Introductions: Members of the public may introduce themselves if they choose.

Review / Approve the Agenda: The CAB will review and approve the agenda, amended as appropriate.

Public Comments: The Chair will announce the rules for public comment(s). Unless agreed by the CAB, the timeframe for comments will be limited to 15 minutes with any one person given three minutes to speak. General public comments should be limited to items not on the agenda. Persons wishing to speak should raise their hand and be recognized by the Chair. Speakers may state their name but are not required to do so. The Chair will designate a timekeeper so that CAB members can devote their full attention to the person speaking. The person making the public comment should address their remarks to the Chair.

Approval of Meeting Minutes: The draft minutes for prior meeting(s) is/are included in the *Meeting Agenda Packet*. The minutes of the previous meeting(s) are approved by the CAB.

BOC Report: The attending Commissioner may present a brief report. The purpose of the report is to inform the CAB regarding policy issues that the BOC is discussing or will be discussing in the future.

PUD Staff Reports: PUD staff including the GM or their designee present an update for the CAB. CAB members may ask questions. The public may ask questions if allowed by the Chair.

Subcommittee Reports: CAB members, typically the Chairs of the subcommittees, present information on their specific agenda items. Written report(s), PowerPoint(s), etc. may or may not be included, depending on the nature of the information. Subcommittee recommendations which require a decision by the CAB must be included in the *Meeting Agenda Packet*.

Agenda items: Items listed on the agenda are either discussion items or decision items.

Discussion Items: A CAB member presents the item for discussion. After the presentation, the CAB discusses / deliberates followed by public comment(s). The presenter states the next steps for the discussion item.

Decision Items: A CAB member presents the item for consideration. If there is a motion on the floor, public comment(s) are heard followed by CAB discussion / deliberation. The CAB then votes on the motion. The name of the member making the motion, the person who seconded, and the results of the vote are recorded in the minutes. If unanimous, it is so noted in the minutes. If a vote is not unanimous, the minutes will reflect the votes of each CAB member by name.

Any recommendation adopted by the CAB should be presented to the BOC at or before the next meeting of the BOC. CAB member(s) may prepare a dissenting *Minority Report*, which will be presented to the BOC along with the CAB's approved recommendation.

(Note: *Robert's Rules of Order for Small Boards* allow for an informal discussion of a subject while no motion is pending)

CAB votes may be “fast tracked” for minor procedural matters. For any motion, the Chair has the discretion to ask, “Are there any objections?” When following this process, the minutes will reflect that the motion was passed without objection. If there are any objections, then *Robert's Rules of Order* will be followed.

Communications: If the CAB received any written communications since the previous CAB meeting, those communications will be acknowledged.

Future Agenda Items: The CAB Chair solicits suggestions for future CAB topics and states a summary of topics expected to be on the next meeting agenda.

Review PUD Calendar: The upcoming two months of the PUD calendar will be reviewed for BOC meeting dates, CAB meeting dates, and any scheduled workshops.

Adjournment

Subcommittees:

Formation: When a subcommittee is formed,¹ CAB members indicate their willingness to participate. The CAB chair shall have the final say in the subcommittee membership taking into consideration CAB member topic expertise, balanced representation from each PUD commissioner district, and balancing out overall member participation.

The first order of business for a subcommittee is to elect a Chair. The Chair is the spokesperson for the subcommittee at CAB and BOC meetings. For more complex issues, the second task is to develop a draft scope of work (SOW) including an anticipated timeline. The SOW should be an outline of the study topic. Once developed, the SOW is presented to the CAB so it can be discussed and members of the public can comment. It is suggested that the draft SOW also be presented to the BOC. This ensures that all are on the same page.

Rules of Conduct: All subcommittee members should refrain from discussing the content of subcommittee meetings with the public outside of the committee. However, subcommittee members should be receptive to input from the public and are free to solicit input from industry experts, other PUDs, consultants, etc. The subcommittee reports/discussions become available to the public when the report is presented to the CAB.

Member Resignation: A subcommittee member may resign at any time. Should this occur, a new subcommittee member may be asked to join with unanimous approval from other subcommittee members and the CAB chair. This order of business is conducted at a regular CAB meeting. If the Chair resigns, a new Chair will be designated from existing subcommittee members.

¹ See Resolution 2018-015; Section 2C

Meetings: Subcommittee meetings are not open to the general public. Meetings are held at an agreed upon location or may be conducted via phone conference calls or via email.

Subcommittee Reports:

Interim Reports: Subcommittees are encouraged to provide interim reports to the CAB from time-to-time. These interim reports may be in verbal or written form. The goal of this process is to allow the public to comment throughout the timeframe of a topic being studied.

Report Discussion: A CAB member presents the *subcommittee report* for discussion. After the presentation, the CAB discusses / deliberates followed by public comment(s). The presenter states the next steps for the discussion item.

Recommendations: A CAB member presents the *subcommittee recommendation* for consideration. The *recommendation* may provide a minority view when the subcommittee cannot reach agreement on a recommendation. If there is a motion on the floor, public comment(s) are heard followed by CAB discussion / deliberation. The CAB then takes action on the motion.

The subcommittee's report(s) reflect the collective position of the subcommittee, not the position(s) of the individual member(s).

When a CAB report / recommendation is being presented to the BOC for their consideration, the CAB Chair or the subcommittee chair or a designee should attend the BOC meeting to clarify and answer any questions the BOC may have. If a minority report was prepared, the CAB subcommittee member(s) should also attend the BOC meeting.

Public Comment Guidelines:

Public comments help the CAB to be informed about views of the public. Public comment(s) can be received in written (email, regular mail, hand-delivered, etc.) or verbal form.

Written Comments: The CAB encourages questions and comments from the public as they pertain to items both on and off the meeting agenda. Email is preferred. Other written comments should be addressed and sent/delivered to the PUD or may be handed in during a meeting.

Verbal Comments: Public comments should be germane to the topic at hand and limited to three minutes per person. Those making public comments may not cede their unused time to others. No person may speak twice on a particular subject. Public comments should be directed to the Chair. For the sake of time, the Chair may request that members of the public refrain from making purely repetitive comments.

Reponses to Public Comments: The Chair may, time permitting, permit CAB members to discuss or respond to comments from the public; however, extended conversations between CAB members and the public are discouraged.