

## **PROCEDURES FOR CALIFORNIA BAY-DELTA AUTHORITY MEETINGS**

### **MEETINGS**

California Bay-Delta Authority meetings will be held, unless otherwise noted, on the second Thursday of every other month. Agendas will be posted on the California Bay-Delta Authority web site ([www.calwater.ca.gov](http://www.calwater.ca.gov)) at least 10 days prior to an Authority meeting.

### **AGENDA ITEMS**

There are generally two kinds of items on the agenda, 1) information and 2) action items. Information items are those items presented to the Authority for discussion only and for which no Authority action or vote normally is taken. Action items, summarized in the form of a resolution, are those items on which the Authority will vote.

Other agenda matters include:

- The Authority will consider items as ordered on noticed agenda. Every effort will be made to adhere to that order, however, occasionally, it may be necessary for the Chair to rearrange the sequence in which an agenda item is raised.
- Authority staff will announce at the beginning of the meeting any agenda items being pulled since noticing the agenda.
- At the discretion of the Authority, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated upon and may be subject to action by the Authority.

### **CONSENT CALENDAR**

Consent calendar contains items that are routine or non-controversial. Items not on a consent calendar may nevertheless, as appropriate, be “bundled” and considered together. The items are not expected to require or generate discussion at the Authority meeting, and will therefore be considered together without debate or discussion. If any Authority member, or member of the public, raises a question or issue regarding a consent calendar item, the item may be removed from the consent calendar and considered in its numerical order on the agenda, or in an order determined by the Chair. Anyone wishing to remove an item from the consent calendar is expected to appear in person at the Authority meeting to request that the item be removed and explain to the Authority the reason for doing so.

## **QUORUM / VOTING**

For purposes of conducting the Authority's business, a quorum of 11 voting members must be present, 3 of whom must be Public Members. All actions approved require an affirmative vote of a majority of members eligible to vote, a quorum being present. Voting will be conducted by roll call or voice vote, at the discretion of the Chair.

## **PUBLIC INPUT**

### **Comments**

The California Bay-Delta Authority supports the rights of all interested persons to be able to comment on matters coming before it. To assist persons in making comments, the following are recommendations to follow when appearing and speaking before the Bay-Delta Authority. Comments can be made in reference to a specific agenda item after the item has been presented to the Authority and during the discussion period. The Chair will call for speakers who have submitted a speaker request form. If the comments are general and not specific to the meeting agenda, comments can be made during the time of the Public Forum.

When making oral comments, please remember that the Bay-Delta Authority usually has numerous matters to consider at each of its meetings. Comments from the public should be for clarification or to add to the Authority's understanding of the item; such comments must not be testimonial in nature or argumentative, as speakers are not under oath and the proceeding is not adversarial. Time limits may be imposed.

Other matters regarding comments include:

- Complete a speaker request form and submit to Authority staff prior to the meeting, indicating whether comments will be in reference to a specific agenda item or speaking on a general topic. Topics of a general nature will be heard during the Public Forum.
- The Chair will allow the public to comment on an agenda item following the staff presentation, Authority members' discussion and questions, and before the members vote.
- The Chair, depending on the number of people wishing to speak, will determine the amount of time to allocate for public comment on each agenda item and for individual speakers.
- Be prepared for Authority members or staff to interrupt your statement with questions or comments.
- Materials presented to the Authority may become part of the administrative record and will not be returned.

## **SUBMISSION OF WRITTEN COMMENTS**

Consider putting comments in writing. Submission of written comments to the Authority in advance of the Authority meeting is encouraged; do not attempt to hand out material at the proceeding.

The Authority members receive and read all the written information that has been submitted by the meeting deadline, which is 5 working-days in advance of an Authority meeting. Written comments are to be submitted to the Bay-Delta Authority at 650 Capitol Mall, 5<sup>th</sup> Floor, Sacramento, CA 95814, or by fax to 916-445-7297.

The written comments should be submitted with the following information included for tracking purposes at the top of the first page of the document:

Date: \_\_\_\_\_

Addressee: \_\_\_\_\_

Authority meeting date: \_\_\_\_\_

Agenda and resolution number: \_\_\_\_\_

Name of person submitting the document: \_\_\_\_\_

Individuals who require special accommodations are requested to contact the Authority at (916) 445-0462 at least 5 days prior to the meeting date.