



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA
700 N. Alameda Street, Los Angeles, California 90012

NOTICE TO THE PUBLIC

MEETINGS OF THE BOARD OF DIRECTORS AND STANDING COMMITTEES

1. **RULES GOVERNING MEETINGS:** Metropolitan's Administrative Code Division 2, governs conduct of the Board and Committee meetings. The Administrative Code is available on line at www.mwdh2o.com or at Metropolitan's Headquarters.
2. **ACTION AT COMMITTEE MEETINGS:** Committee meetings are also noticed as meetings of the Board because a quorum of the Board may be present. However, Committees will not take any final action that is binding on the Board, even when a quorum of the Board is present. Members of the Board who are not members of the Committee may attend and participate in the meeting, but only members of the Committee may make, second, or vote on any motion or other action of the Committee. Persons interested in an item and wishing to hear the staff report, present oral or written comments, and hear the deliberations should attend the Committee meeting. Closed Sessions also occur at Committee meetings and may not be repeated at the formal Board meeting.
3. **CONSENT CALENDAR:** The consent calendar portion of an agenda is for matters considered routine or otherwise not requiring further deliberation. A Committee or the Board will take action on the consent calendar as recommended by one motion. There is no individual discussion on consent calendar items prior to the vote unless an item is removed from the consent calendar for discussion. Matters may not be placed on the

consent calendar if a roll call vote is required, if a vote other than a simple majority is required, or if the amount involved is \$2 million or more. Matters are removed from the consent calendar upon the request of a Director or member of the public, if a standing committee does not recommend approval with a quorum of the committee present, or if it recommends approval only after making changes to the staff recommendation.

4. **PUBLIC COMMENT AT PUBLIC HEARINGS OR ON AGENDA ITEMS:**

Persons wishing to speak on items listed on the agenda as a public hearing or on an item that is listed on the agenda should notify the Chair of the Board or Committee before the hearing or meeting by filling out a speaker request card and giving it to the secretary.

Upon invitation of the Chair, the public member is to step to the podium and begin by giving his/her name, affiliation, and city of residence for the record. Members of the public are limited to three minutes at each meeting, and organizations are limited to a total of five minutes if more than one representative wishes to speak.

5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:** The agendas provide an opportunity for members of the public to address the Committees and Board on matters of interest within the jurisdiction of the Committee or Board that are not listed on the agenda. The Brown Act does not allow any discussion or action by the Board, Committee, or staff on matters raised during public comments except: (1) to briefly respond to statements made or questions posed; (2) ask a question for clarification; (3) receive and file the matter; (4) if it is within staff's authority, refer it to them for a reply; or (5) direct that it be placed on a future board or committee agenda for a report or action. Persons wishing to speak during the public comment period should notify the

Chair of the Board or Committee before the meeting by filling out a speaker request card and giving it to the secretary. Upon invitation of the Chair, the public member is to step to the podium and begin by giving his/her name, affiliation, and city of residence for the record. Members of the public are limited to three minutes at each meeting, and organizations are limited to a total of five minutes if more than one representative wishes to speak.

6. **INFORMATION ITEMS:** Items are listed on the agenda as information based on staff's judgment. Circumstances or the Committee's or Board's judgments may require deliberation or, if necessary, action on these items.
7. **ADDITIONAL INFORMATION:** Writings relating to open session agenda items that have been distributed to Directors prior to meetings are set forth on Metropolitan's Web site at www.mwdh2o.com and are available from the Board Executive Secretary for public inspection or copying upon request. Writings relating to open session agenda items that have been distributed to Directors less than 72 hours prior to scheduled regular Board and Committee meetings are set forth on Metropolitan's Web site and are also available for public inspection at Metropolitan's Headquarters Building located at 700 N. Alameda Street, Los Angeles, CA 90012.
8. **ASSISTANCE FOR THE DISABLED:** Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.