

The Metropolitan Water District of Southern California

Agenda

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

Exec Committee

Executive Committee - Final - Revised 1

**Tuesday, April 25, 2023
Meeting Schedule**

A. Ortega, Chair
J. Abdo, Board Vice Chair
M. Camacho, Board Vice
Chair
S. Goldberg, Board Vice
Chair
H. Repenning, Board Vice
Chair
L. Fong-Sakai, Board
Secretary
G. Cordero
D. Erdman
G. Gray
F. Jung
M. Luna
T. McCoy
B. Pressman
T. Quinn
M. Ramos
T. Smith
N. Sutley

Meeting with Board of Directors *

April 25, 2023

11:30 a.m.

**09:00 a.m. Bay-Delta
11:00 a.m. Break
11:30 a.m. Exec
02:00 p.m. LTRPPBM**

Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.aspx>. A listen-only phone line is available at 1-877-853-5257; enter meeting ID: 891 1613 4145. Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via in-person or teleconference. To participate via teleconference 1-833-548-0276 and enter meeting ID: 815 2066 4276 or click <https://us06web.zoom.us/j/81520664276pwd=a1RTQWh6V3h3ckFhNmDsUWpKR1c2Zz09>

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

Teleconference:

Fullerton City Hall Council Chambers • 303 W. Commonwealth Avenue • Fullerton, CA 92832

3008 W. 82nd Place • Inglewood, CA 90305

5707 Ocean View Boulevard • La Canada, CA 91011

2223 Fitzgerald Avenue • Los Angeles, CA 90040

8700 Beverly Boulevard, Ste M313 • Los Angeles, CA 90048

2680 W. Segerstrom Avenue Unit I, • Santa Ana CA 92704

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- 1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))**
- 2. Voices of Met (Spotlight on Advancing Diversity, Equity, and Inclusion – Employee Perspectives)**

3. OTHER MATTERS AND REPORTS

- a. Chair's Report
- b. General Manager's report of Metropolitan activities
- c. General Counsel's report of Metropolitan activities
- d. General Auditor's report of Metropolitan activities
- e. Ethics Officer's report of Metropolitan activities
- f. Report from Engineering, Operations, and Technology Committee
- g. Report from Equity, Inclusion, and Affordability Committee
- h. Report from Ethics, Organization, and Personnel Committee
- i. Report from Finance, Audit, Insurance, and Real Property Committee
- j. Report from Legal and Claims Committee
- k. Report from Legislation, Regulatory Affairs, and Communication Committee
- l. Report from One Water and Stewardship Committee

**** CONSENT CALENDAR ITEMS - ACTION ****

4. CONSENT CALENDAR OTHER ITEMS - ACTION

- A. Approval of the Minutes of the Executive Committee Meeting for March 28, 2023 (Copies have been submitted to each Director, Any additions, corrections, or omissions) [21-2136](#)
Attachments: [04252023 Exec 4A \(Exec 03282023\) minutes](#)
- B. Approve draft Committee and Board meeting agendas, and schedule for May 2023 [21-2137](#)
Attachments: [05092023 Draft Agenda Packet](#)
- C. Create an ad hoc subcommittee of three members and two alternates that will serve for a period of one year to address substantiated findings of violations determined as a result of Equal Employment Opportunity investigations against a director or Department Head, pursuant to Administrative Code section 2416(f) (5); the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [21-2255](#)

5. CONSENT CALENDAR ITEMS - ACTION

NONE

**** END OF CONSENT CALENDAR ITEMS ******6. OTHER COMMITTEE ITEMS - ACTION**

NONE

7. COMMITTEE INFORMATION ITEMS

- a. Labor Negotiations Update [Conference with labor negotiators; to be heard in closed session pursuant to Gov. Code Section 54957.6. Metropolitan representatives: Debra S. Gill, Human Resources Group Manager, Gifty J. Beets, Human Resources Section Manager of Labor Relations. Employee organization: The Metropolitan Water District of Southern California Supervisors Association] [21-2256](#)

Attachments: [04252023 Exec 7a Non-Interest Disclosure](#)

- b. Discussion of Committee and Board meeting schedule [21-2218](#)
- c. Parliamentary Procedures Training [21-2219](#)

Attachments: [04252023 Exec 7c Presentation](#)
[04252023 Exec 7c Packet](#)

8. FOLLOW-UP ITEMS

NONE

9. FUTURE AGENDA ITEMS**10. ADJOURNMENT**

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THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

EXECUTIVE COMMITTEE

March 28, 2023

Chair Ortega called the hybrid teleconference and in-person meeting to order at 1:30 p.m.

Members present: Directors Abdo, Camacho, Cordero, Erdman, Fong-Sakai, Goldberg, Gray, McCoy, Ortega, Pressman, Quinn, Ramos, Repenning, and Smith.

Members absent: Director, Jung, Luna, and Sutley.

Other Board members present: Directors Ackerman, Alvarez, Armstrong, Atwater, De Jesus, Dennstedt, Fellow, Garza, Kassakhian, Kurtz, Lefevre, McMillan, Miller, Morris, Peterson, and Seckel.

Committee staff present: Beatty, Chapman, Hagekhalil, Hudson, Kasaine, Salinas, Scully, Suzuki, Upadhyay, and Zinke.

1. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMITTEE ON MATTERS WITHIN THE COMMITTEE'S JURISDICTION

No members responded.

2. VOICES OF MET (SPOTLIGHT ON ADVANCING DIVERSITY, EQUITY, AND INCLUSION – EMPLOYEE PERSPECTIVES)

Chair Ortega called on Rachel Irwin, Associate Engineer, Engineering Services Group and Vice President of the Society of Women Engineers, to present the item.

3. OTHER MATTERS AND REPORTS

a. Subject: Chair's Report

Presented by: Chair Adán Ortega

Chair Ortega reported on the following:

- Extended thank you to Vice Chair Repenning for representing Metropolitan with General Manager Hagekhalil highlighting refilling Diamond Valley Lake. Complimented the General Manager, Assistant General Manager Dee Zinke, and the External Affairs Team.

- Thanked the Directors that attended the Legislative Sacramento Day in March 2023 and External Affairs Team that helped facilitate the event
- Lastly, thanked the leadership team of Eastern and Western Municipal Water District, along with Director Dennstedt, for the reception and the following meetings with leadership

b. Subject: General Manager's Report of Metropolitan activities

Presented by: General Manager Adel Hagekhalil

General Manager Hagekhalil reported on the following:

- State Water Project allocation at seventy-five percent
- Update on the Diamond Valley Lake refill
- Efforts staff working on refilling storage; and discussed video on the refilling efforts
- Update on the lift of the mandate for drought and conservation efforts
- Lastly, Metropolitan labor force will be celebrating Cesar Chavez Day on March 31, 2023

c. Subject: General Counsel's report of Metropolitan activities

Presented by: General Counsel Marcia L. Scully

General Counsel Scully reported on the following:

- Reported that Former General Counsel Greg Taylor passed away and gave a brief history of the legacy of Mr. Taylor. Service information will be distributed to staff and the board on a future date.
- Update on the Navajo Nation v. U.S. Department of the Interior litigation case

d. Subject: General Auditor's report of Metropolitan activities

Presented by: General Auditor Scott Suzuki

Nothing to add to his report.

e. Subject: Ethics Officer's report of Metropolitan activities

Presented by: Ethics Officer Abel Salinas

A reminder that Form 700 is due April 3, 2023.

Chair Ortega announced that the Legal and Claims Committee will not meet in March.

f. Subject: Report from Engineering, Operations, and Technology

Presented by: Committee Chair Erdman

Committee Chair Erdman announced that the Committee will consider the following six consent items:

- Award an \$8,656,568 contract to Granite Construction Company for construction of structural protection measures at 24 cut-and-cover conduit locations along the Colorado River Aqueduct; authorize agreements with (1) Environmental Science Associates in an amount not to exceed \$1,200,000 for biological surveys and environmental monitoring, and (2) Deto, Inc. in an amount not to exceed \$325,000 for compensatory environmental mitigation credits.
- Award a \$6,174,000 contract to West Valley Investment Group for seismic upgrades to the Foothill Control Building.
- Authorize an agreement with Stantec Consulting Services, Inc. in an amount not to exceed \$900,000 for a detailed seismic analysis of the Lake Skinner outlet tower; and award a \$1,174,475 procurement contract to B&K Valves and Equipment, Inc. for the replacement of two valves at the Lake Skinner outlet tower.
- The subject has been updated on the following letter:
Authorize an increase of \$475,000 to an agreement with Brown & Caldwell, for a new not-to-exceed amount of \$715,000, to investigate potential modifications to Metropolitan's existing East-West conveyance and distribution system.
- Authorize an increase of \$5.4 million to an existing agreement with Arcadis U.S., Inc., for a new not-to-exceed total amount of \$6.35 million, for engineering design services to rehabilitate Garvey Reservoir.
- Authorize an agreement with Canary Systems California, LLC, for an amount not-to-exceed \$1.95 million to upgrade the data acquisition systems at Diamond Valley Lake and Garvey Reservoir.
- Also, note that the following item has been withdrawn from the April draft agenda:
Award a procurement contract for three large-diameter butterfly valves to be installed at Foothill Pump Station Intertie as part of water supply reliability improvements in the Rialto Pipeline service area.
-

- g. Subject: Report from Equity, Inclusion, and Affordability Committee

Presented by: Committee Chair McCoy

Committee Chair McCoy announced that the Committee will hear one Committee item:

- Business Outreach Update

Lastly, the Committee will hear the management report:

- Diversity, Equity, and Inclusion Manager's Report

- h. Subject: Report from Ethics, Organization, and Personnel Committee

Presented by: Committee Chair Ramos

Committee Chair Ramos announced that the Committee will consider the following two consent items:

- Equal Employment Opportunity Statistical Report

The following item has been added to the April Agenda:

- Discuss Department Head Evaluation Process

Three management report(s):

- Ethics Officer's report
- Human Resources Manager's Report
- Equal Employment Opportunity Manager's report

- i. Subject: Report from Finance, Audit, Insurance, and Real Property Committee

Presented by: Committee Chair Smith

Committee Chair Smith announced that the Committee will hear seven action items:

- Approve and authorize the distribution of Appendix A for use in the issuance and remarketing of Metropolitan's Bonds
- Adopt resolutions fixing and adopting a Readiness-to-Serve Charge and a Capacity Charge for calendar year 2024
- Review and consider the Lead Agency's adopted Mitigated Negative Declaration and Addendum and take related CEQA actions, and adopt resolution for 112th Fringe Area Annexation to Eastern Municipal Water District and Metropolitan

- Approve the award of a four-year contract for external audit services with Macias Gini O'Connell, LLP, for the not-to-exceed amount of \$1,600,090, subject has been updated
- Approve proposed amendment to Administrative Code section 6450 regarding individual Board of Director requests for audit assignments
- Authorize a credit to Western Municipal Water District for treatment surcharge costs incurred due to the unexpected extension of a Metropolitan shutdown
- Authorize the General Manager to develop a Climate Adaptation Master Plan for Water

The Committee will hear three Committee items:

- Encroachment Update
- Report from Subcommittee on Audits
- Report from Subcommittee on Long-Term Regional Planning Processes and Business Modeling

Lastly, the Committee will hear the management reports:

- Chief Financial Officer's Report
- General Auditor's Report
- Real Property Group Manager's Report

- k. Subject: Report from Legislation, Regulatory Affairs, and Communications Committee

Presented by: Dee Zinke, Assistant General Manager, External Affairs

Assistant General Manager Zinke announced that the Committee we will consider two action items:

- Authorize the General Manager to co-sponsor AB 1572 (Friedman) Potable Water: Non-Functional Turf
- Adopt Policy Principles for Modernization of Water Rights Administration in California to Enhance Enforcement and Protect Supply Reliability

The Committee will hear the three standard Committee items, including:

- Reports on activities from Washington D.C.
- Report on activities from Sacramento
- External Affairs Management Report

- l. Subject: Report from One Water and Stewardship Committee
Presented by: Committee Chair Quinn

Committee Chair Quinn the Committee will consider the following three consent items:

- Approve creating the Subcommittee on Bay-Delta and establish a two-year term
- Authorize the General Manager to enter into an agreement with Western Municipal Water District, Rubidoux Community Services District, West Valley Water District, and San Bernardino Valley Municipal Water District to provide Rubidoux Community Services District assistance with water deliveries
- Consider changes to the Water Shortage Emergency Condition and the Emergency Water Conservation Program for the State Water Project dependent area and reaffirm the Regional Drought Emergency for all member agencies

The Committee will consider one Information item:

- Information on the High Desert Water Bank Program status, updated costs, and water quality

Committee will consider the following four Committee items:

- Proposed Grant Opportunity for Webb Tract
- Update on Watershed Initiatives
- Update on Water Surplus and Drought Management and Water

Shortage Emergency Condition Power Operations and Planning Update

- Update on Conservation

Lastly, three management reports:

- Colorado River Management Manager's report
- Bay-Delta Manager's report
- Water Resource Management Manager's report

CONSENT CALENDAR ITEMS – ACTION

4. CONSENT CALENDAR OTHER ITEMS – ACTION

- A. Approval of the Minutes of the Executive Committee Meeting for February 28, 2023.

Chair Ortega asked Directors if there were any comments or discussion on the minutes of February 28, 2023, Executive Committee Meeting. None were made.

- B. Approve draft Committee and board meeting agendas, and schedule for April 2023.

Chair Ortega asked Directors if there were any comments, additions, or corrections to the April 2023 draft packet.

Committee Chair Erdman reported that at the April 10, 2023, Engineering, Operations, and Technology he would like to amend his earlier report to include the Infrastructure Resilience Update, Jensen Operating Capacity Analysis, Update on Jensen Reliability Projects, in closed session, Quarterly Cybersecurity Update, Report from Subcommittee on Pure Water Southern California and Regional Conveyance and three management report(s): Water System Operations Manager's report; Engineering Services Manager's report; Information Technology Manager's report.

Chair Ortega called for the vote on Items 3A and 3B.

Director Ramos made a motion, seconded by Director Camacho to approve the consent calendar Items 3A and 3B as listed.

The vote was:

Ayes: Directors Abdo, Camacho, Cordero, Erdman, Fong-Sakai, Goldberg, Gray, McCoy, Ortega, Pressman, Quinn, Ramos, Repenning, and Smith

Noes: None

Abstentions: None

Absent: Jung, Luna, and Sutley

The motion for Items 3A and 3B passed by a vote of 14 ayes; 0 noes; 0 abstention; and 3 absent.

5. CONSENT CALENDAR ITEMS – ACTION

None

END OF CONSENT CALENDAR ITEMS

6. OTHER BOARD ITEMS – ACTION

None

7. BOARD INFORMATION ITEMS

- a. Discussion of Committee and Board meeting schedule.

Chair Ortega reported that the schedule changes aim to start the meetings on time to ensure the public is not waiting on the legislative body. Moving forward, meetings will be scheduled for two hours for a robust discussion. Chair Ortega opened the discussion for recommendations and comments.

Director(s)

1. Fellow
2. Armstrong
3. Repenning
4. Ackerman
5. Pressman
6. Peterson

Chair Ortega announced that the Committee would review the schedule quarterly for further feedback.

- b. Discussion of proposed clarification of Administrative Code Provisions relating Board Vice Chairs and Committees.

Chair Ortega called on Marcia Scully, General Counsel to present the item.

Director(s)

1. Ramos
2. Fong-Sakai

Staff responded to the Directors' comments or questions.

8. FOLLOW-UP ITEMS

None

9. FUTURE AGENDA ITEMS

None

10. ADJOURNMENT

Director Morris made closing remarks in honor of Former Metropolitan General Counsel Greg Taylor, who passed away.

The meeting was adjourned at 2:17 p.m., in honor of Greg Taylor, Former Metropolitan General Counsel.

Adán Ortega, Jr.
Chair of the Board

Draft

May 8-9, 2023

Board and Committee

Meetings

Agenda Packet



The Metropolitan Water District of Southern California



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

BOARD UPDATES

Schedule of Meetings – May 2023

Monday, May 8

- 9:00 a.m. Engineering, Operations, and Technology Committee
- 11:00 a.m. Legislation, Regulatory Affairs, and Communications Committee
- 1:00 p.m. Break
- 1:30 p.m. One Water and Stewardship Committee

Tuesday, May 9

- 8:30 a.m. Finance, Audit, Insurance, and Real Property Committee
- 10:30 a.m. Legal and Claims Committee
- 12:00 p.m. Break
- 12:30 p.m. Board of Directors Meeting
- 2:30 p.m. Ethics, Organization, and Personnel Committee

Tuesday, May 23

- 8:30 a.m. Subcommittee on Audits
- 10:30 a.m. Subcommittee on Public Affairs Engagement
- 12:30 p.m. Break
- 1:00 p.m. Executive Committee
- 2:00 p.m. Board Workshop Subcommittee on Long-Term Regional Planning Processes and Business Modeling

The Metropolitan Water District of Southern California

Agenda

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

EOT Committee

D. Erdman, Chair
M. Petersen, Vice Chair
D. Alvarez
M. Camacho
A. Chacon
B. Dennstedt
S. Faessel
L. Fong-Sakai
R. Lefevre
J. McMillan
C. Miller
J. Morris
G. Peterson
T. Quinn
K. Seckel
T. Smith

Engineering, Operations, and Technology Committee

Meeting with Board of Directors *

May 8, 2023

9:00 a.m.

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[pwd=a1RTQWh6V3h3ckFhNmDsUWpKR1c2Zz09](https://us06web.zoom.us/j/81520664276?pwd=a1RTQWh6V3h3ckFhNmDsUWpKR1c2Zz09)

Monday, May 8, 2023 Meeting Schedule

**09:00 a.m. EOT
11:00 a.m. LRAC
01:00 p.m. Break
01:30 p.m. OWS**

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

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1. **Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))**
2. **SUBCOMMITTEE REPORTS**
 - A. Report from Subcommittee on Pure Water Southern California and Regional Conveyance

**** CONSENT CALENDAR ITEMS -- ACTION ****

3. **CONSENT CALENDAR OTHER ITEMS - ACTION**

- A. Approval of the Minutes of the Engineering, Operations, and Technology Committee for April 10, 2023 (Copies have been submitted to each Director, Any additions, corrections, or omissions) **21-2153**

4. CONSENT CALENDAR ITEMS - ACTION

- 7-1** Award a \$637,520 contract to Acro Constructors to upgrade the video production room at Metropolitan's Headquarters Building; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA **21-2220**
- 7-2** Authorize an agreement with Arcadis U.S. Inc. for a not-to-exceed amount of \$550,000 to design, develop, and deploy Metropolitan's Capital Investment Plan Budget System Improvements; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA **21-2221**
- 7-3** Authorize an increase of \$1.5 million to an existing agreement with Stantec Consulting Services, Inc., for a new not-to-exceed total amount of \$1.69 million for preliminary design of a mechanical dewatering facility at the Joseph Jensen Water Treatment Plant; and an amendment to an agreement with Los Angeles Department of Water and Power to extend Metropolitan's use of two solids lagoons at the Aqueduct Filtration Plant; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA **21-2223**
- 7-4** Amend the Capital Investment Plan for fiscal years 2022/2023 and 2023/2024 to include the Diemer Helicopter Hydrant Facility project; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA **21-2224**
- 7-5** Award a \$1,466,665 procurement contract to B&K Valves & Equipment, Inc., for 72 combination air release/vacuum valves to be installed on San Diego Pipeline Nos. 3 and 5; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA **21-2226**

**** END OF CONSENT CALENDAR ITEMS ****

5. OTHER BOARD ITEMS - ACTION

- | | | |
|------------|--|----------------|
| 8-1 | Award a \$2,601,437 procurement contract to Sojitz Machinery Corporation of America for two large-diameter butterfly valves to be installed at the Foothill Pump Station Intertie as part of water supply reliability improvements in the Rialto Pipeline service area; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (This action is part of a series of projects that are being undertaken to improve the supply reliability for State Water Project dependent areas) | 21-2222 |
|
 | | |
| 8-2 | Award a \$5,266,000 contract to Leed Electric, Inc., to install 12 flow monitoring stations along the Colorado River Aqueduct conveyance system; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA | 21-2225 |

6. BOARD INFORMATION ITEMS

NONE

7. COMMITTEE ITEMS

- | | | |
|-----------|--|----------------|
| a. | Eastern Municipal Water District's Lake Skinner Water Transmission System and EM-11 Connection Project | 21-2239 |
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 | | |
| b. | Update on Constituents of Emerging Concern | 21-2240 |

8. MANAGEMENT REPORTS

- | | | |
|-----------|--|----------------|
| a. | Water System Operations Manager's Report | 21-2155 |
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 | | |
| b. | Engineering Services Manager's Report | 21-2154 |
|
 | | |
| c. | Information Technology Manager's Report | 21-2156 |

9. FOLLOW-UP ITEMS

NONE

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

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LRA&C Committee

F. Jung, Chair
A. Kassakhian, Vice Chair
J. Abdo
L. Ackerman
B. Dennstedt
A. Fellow
J. Garza
G. Gray
M. Luna
J. McMillan
T. Phan
B. Pressman
M. Ramos
T. Smith

Legislation, Regulatory Affairs, and Communications Committee

Meeting with Board of Directors *

May 8, 2023

11:00 a.m.

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01:00 p.m. Break
01:30 p.m. OWS**

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- 1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))**

**** CONSENT CALENDAR ITEMS -- ACTION ****

2. CONSENT CALENDAR OTHER ITEMS - ACTION

- A.** Approval of the Minutes of the Legislation, Regulatory Affairs, and Communications Committee for April 10, 2023 (Copies have been submitted to each Director, Any additions, corrections, or omissions) **21-2138**

3. CONSENT CALENDAR ITEMS - ACTION

- 7-7** Legislative Placeholder **21-2238**

**** END OF CONSENT CALENDAR ITEMS ******4. OTHER BOARD ITEMS - ACTION**

NONE

5. BOARD INFORMATION ITEMS

NONE

6. COMMITTEE ITEMS

- | | | |
|----|---|----------------|
| a. | Update on Water Conservation, Advertising, and Outreach | 21-2244 |
| b. | Report on Activities from Washington, D.C. | 21-2139 |
| c. | Report on activities from Sacramento | 21-2140 |

7. MANAGEMENT REPORTS

- | | |
|------------------------------------|----------------|
| External Affairs Management Report | 21-2141 |
|------------------------------------|----------------|

8. FOLLOW-UP ITEMS

NONE

10. FUTURE AGENDA ITEMS**11. ADJOURNMENT**

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OW&S Committee

T. Quinn, Chair
S. Faessel, Vice Chair
L. Ackerman
D. Alvarez
J. Armstrong
A. Chacon
G. Cordero
D. De Jesus
D. Erdman
L. Fong-Sakai
S. Goldberg
C. Kurtz
R. Lefevre
C. Miller
M. Petersen
G. Peterson
N. Sutley

One Water and Stewardship Committee

Meeting with Board of Directors *

May 8, 2023

1:30 p.m.

Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.aspx>. A listen only phone line is available at 1-877-853-5257; enter meeting ID: 873 4767 0235. Members of the public may present their comments to the Board or a Committee on matters within their jurisdiction as listed on the agenda via in-person or teleconference. To participate via teleconference (833) 548-0276 and enter meeting ID: 876 9484 9772 or click <https://us06web.zoom.us/j/87694849772pwd=V3dGZGRYUjJ3allqdUxXTIJRM044Zz09>

Monday, May 8, 2023 Meeting Schedule

**09:00 a.m. EOT
11:00 a.m. LRAC
01:00 p.m. Break
01:30 p.m. OWS**

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

* The Metropolitan Water District's meeting of this Committee is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board who are not assigned to this Committee may participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the committee as advisory to the Board, members of the Board who are not assigned to this Committee will not vote on matters before this Committee.

1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))

2. SUBCOMMITTEE REPORTS

A. Report from Subcommittee on Bay-Delta

**** CONSENT CALENDAR ITEMS -- ACTION ****

3. CONSENT CALENDAR OTHER ITEMS - ACTION

A. Approval of the Minutes of the One Water and Stewardship Committee for April 10, 2023 (Copies have been submitted to each Director, Any additions, corrections, or omissions) **21-2145**

4. CONSENT CALENDAR ITEMS - ACTION

- 7-6 Review and consider the Antelope Valley-East Kern Water Agency's approved amended Mitigated Negative Declaration and authorize up to \$79 million for additional project costs and authorize the General Manager to amend and extend the term of the High Desert Water Bank Program agreement with the Antelope Valley-East Kern Water Agency **21-2230**

**** END OF CONSENT CALENDAR ITEMS ****

5. OTHER BOARD ITEMS - ACTION

- 8-3 Adopt a resolution to support an approximately \$19,740,000 grant application to the Sacramento-San Joaquin Delta Conservancy to develop a multi-benefit landscape opportunity on Webb Tract, and authorize the General Manager to accept the grant if awarded; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA **21-2229**
- 8-4 Authorize the General Manager to enter into an agreement with Western Municipal Water District, Rubidoux Community Services District, West Valley Water District, and San Bernardino Valley Municipal Water District to deliver water to Western's service area through facilities not owned by Metropolitan or Western; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA **21-2231**
- 8-5 Review the General Manager's determination to initiate the Cyclic Cost-Offset Program effective April 15, 2023, and determine whether to suspend the Cyclic Cost-Offset Program initiated by the General Manager **21-2232**

6. BOARD INFORMATION ITEMS

NONE

7. COMMITTEE ITEMS

- a. Review of Draft Supplemental Environmental Impact Statement for Colorado River Interim Guidelines **21-2245**
- b. Science update: Salmon update **21-2246**
- c. Annual Climate Action Plan and Update on Climate Vulnerability and Risk Assessment **21-2248**
- d. Update on Water Surplus and Drought Management **21-2247**

8. MANAGEMENT REPORTS

- | | | |
|----|--|----------------|
| a. | Colorado River Manager's Report | 21-2148 |
| b. | Bay-Delta Manager's Report | 21-2149 |
| c. | Water Resource Management Manager's Report | 21-2150 |

9. FOLLOW-UP ITEMS

NONE

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

NOTE: This committee reviews items and makes a recommendation for final action to the full Board of Directors. Final action will be taken by the Board of Directors. Committee agendas may be obtained on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>. This committee will not take any final action that is binding on the Board, even when a quorum of the Board is present.

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The Metropolitan Water District of Southern California

Agenda

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

FAIRP Committee

T. Smith, Chair
L. Dick, Vice Chair
D. Alvarez
J. Armstrong
R. Atwater
A. Chacon
D. De Jesus
B. Dennstedt
L. Fong-Sakai
C. Miller
M. Petersen
B. Pressman
T. Quinn
K. Seckel

Finance, Audit, Insurance, and Real Property Committee

Meeting with Board of Directors *

May 9, 2023

8:30 a.m.

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Tuesday, May 9, 2023 Meeting Schedule

**08:30 a.m. FAIRP
10:30 a.m. LC
12:00 p.m. Break
12:30 p.m. BOD
02:30 p.m. EOP**

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

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1. **Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))**
2. **SUBCOMMITTEE REPORTS**
 - A. Report from Subcommittee on Long-Term Regional Planning Processes and Business Modeling

**** CONSENT CALENDAR ITEMS -- ACTION ****

3. **CONSENT CALENDAR OTHER ITEMS - ACTION**

- A. Approval of the Minutes of the Finance, Audit, Insurance, and Real Property Committee Meeting for April 11, 2023 (Copies have been submitted to each Director, Any additions, corrections, or omissions) **21-2123**

4. CONSENT CALENDAR ITEMS - ACTION

NONE

**** END OF CONSENT CALENDAR ITEMS ****

5. OTHER BOARD ITEMS - ACTION

- 8-6 Adopt resolution to continue Metropolitan's Water Standby Charge for fiscal year 2023/24; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA **21-2242**

6. BOARD INFORMATION ITEMS

- 9-2 Renewal Status of Metropolitan's Casualty Insurance Program **21-2237**

7. COMMITTEE ITEMS

- a. Quarterly Financial Report **21-2253**

8. MANAGEMENT REPORTS

- a. Chief Financial Officer's Report **21-2124**
b. General Auditor's Report **21-2125**
c. Real Property Group Manager's Report **21-2126**

9. FOLLOW-UP ITEMS

NONE

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

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The Metropolitan Water District of Southern California

Agenda

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L&C Committee

N. Sutley, Chair
J. Garza, Vice Chair
M. Camacho
G. Cordero
L. D. Dick
C. Kurtz
T. McCoy
C. Miller
G. Peterson
M. Ramos
H. Repenning
K. Seckel

Legal and Claims Committee

Meeting with Board of Directors *

May 9, 2023

10:30 a.m.

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Tuesday, May 9, 2023 Meeting Schedule

**08:30 a.m. FAIRP
10:30 a.m. LC
12:00 p.m. Break
12:30 p.m. BOD
02:30 p.m. EOP**

MWD Headquarters Building - 700 N. Alameda Street - Los Angeles, CA 90012

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1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))

2. MANAGEMENT REPORTS

A. General Counsel's report of monthly activities 21-2159

**** CONSENT CALENDAR ITEMS -- ACTION ****

3. CONSENT CALENDAR OTHER ITEMS - ACTION

A. Approval of the Minutes of the Legal and Claims Committee for March 13, 2023 and Legal and Claims Committee Workshop for March 28, 2023 (Copies have been submitted to each Director, Any additions, corrections, or omissions) 21-2160

4. CONSENT CALENDAR ITEMS - ACTION

TBD

- 7-8** Authorize an increase in the maximum amount payable under contract with Thompson Coburn LLP for legal advice on state and federal energy regulatory and contractual matters by \$200,000 to a maximum amount payable of \$300,000; the General Manager has determined that this proposed action is exempt or otherwise not subject to CEQA **21-2234**
- 7-9** PLACEHOLDER - ADMIN CODE UPDATE **21-2233**

**** END OF CONSENT CALENDAR ITEMS ****

5. OTHER BOARD ITEMS - ACTION

- 8-7** Report on litigation in Joshua Rivers v. Metropolitan Water District, Los Angeles County Superior Court Case No. 22STCV09741; and authorize increase in maximum amount payable under contract for legal services with Sheppard, Mullin Richter & Hampton LLP in the amount of \$150,000 for a total amount not to exceed \$250,000; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with legal counsel - existing litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(1)] **21-2235**

6. BOARD INFORMATION ITEMS

NONE

7. COMMITTEE ITEMS

NONE

8. FOLLOW-UP ITEMS

NONE

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

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The Metropolitan Water District of Southern California

Agenda

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

Board of Directors

May 9, 2023

12:30 PM

Tuesday, May 9, 2023 Meeting Schedule
08:30 a.m. FAIRP 10:30 a.m. LC 12:00 p.m. Break 12:30 p.m. BOD 02:30 p.m. EOP

Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.aspx>. A listen-only phone line is available at 1-877-853-5257; enter meeting ID: 891 1613 4145. Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via in-person or teleconference. To participate via teleconference 1-833-548-0276 and enter meeting ID: 815 2066 4276 or click <https://us06web.zoom.us/j/81520664276pwd=a1RTQWh6V3h3ckFhNmDsUWpKR1c2Zz09>

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

1. Call to Order

- a. Invocation: TBD
- b. Pledge of Allegiance: TBD

2. Roll Call

3. Determination of a Quorum

4. Opportunity for members of the public to address the Board on matters within the Board's jurisdiction. (As required by Gov. Code §54954.3(a))

5. OTHER MATTERS AND REPORTS

- A. Report on Directors' Events Attended at Metropolitan's Expense **21-2116**
- B. Chair's Monthly Activity Report **21-2117**
- C. General Manager's summary of activities **21-2118**
- D. General Counsel's summary of activities **21-2119**

- | | | |
|----|---|---------|
| E. | General Auditor's summary of activities | 21-2120 |
| F. | Ethics Officer's summary of activities | 21-2121 |

**** CONSENT CALENDAR ITEMS -- ACTION ****

6. CONSENT CALENDAR OTHER ITEMS - ACTION

- | | | |
|----|--|---------|
| A. | Approval of the Minutes of the Board of the Directors Meeting for April 11, 2023 (Copies have been submitted to each Director, any additions, corrections, or omissions) | 21-2115 |
| B. | Approve Committee Assignments | 21-2227 |

7. CONSENT CALENDAR ITEMS - ACTION

- | | | |
|-----|---|---------|
| 7-1 | Award a \$637,520 contract to Acro Constructors to upgrade the video production room at Metropolitan's Headquarters Building; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) | 21-2220 |
| 7-2 | Authorize an agreement with Arcadis U.S. Inc. for a not-to-exceed amount of \$550,000 to design, develop, and deploy Metropolitan's Capital Investment Plan Budget System Improvements; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) | 21-2221 |
| 7-3 | Authorize an increase of \$1.5 million to an existing agreement with Stantec Consulting Services, Inc., for a new not-to-exceed total amount of \$1.69 million for preliminary design of a mechanical dewatering facility at the Joseph Jensen Water Treatment Plant; and an amendment to an agreement with Los Angeles Department of Water and Power to extend Metropolitan's use of two solids lagoons at the Aqueduct Filtration Plant; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA (EOT) | 21-2223 |
| 7-4 | Amend the Capital Investment Plan for fiscal years 2022/2023 and 2023/2024 to include the Diemer Helicopter Hydrant Facility project; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA (EOT) | 21-2224 |
| 7-5 | Award a \$1,466,665 procurement contract to B&K Valves & Equipment, Inc., for 72 combination air release/vacuum valves to be installed on San Diego Pipeline Nos. 3 and 5; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) | 21-2226 |

- | | | |
|------------|---|----------------|
| 7-6 | Review and consider the Antelope Valley-East Kern Water Agency's approved amended Mitigated Negative Declaration and authorize up to \$79 million for additional project costs and authorize the General Manager to amend and extend the term of the High Desert Water Bank Program agreement with the Antelope Valley-East Kern Water Agency (OWS) | 21-2230 |
| 7-7 | Legislative Placeholder (LRAC) | 21-2238 |
| 7-8 | Authorize an increase in the maximum amount payable under contract with Thompson Coburn LLP for legal advice on state and federal energy regulatory and contractual matters by \$200,000 to a maximum amount payable of \$300,000; the General Manager has determined that this proposed action is exempt or otherwise not subject to CEQA (LC) | 21-2234 |
| 7-9 | PLACEHOLDER - ADMIN CODE UPDATE (LC) | 21-2233 |

**** END OF CONSENT CALENDAR ITEMS ****

8. OTHER BOARD ITEMS - ACTION

- | | | |
|------------|--|----------------|
| 8-1 | Award a \$2,601,437 procurement contract to Sojitz Machinery Corporation of America for two large-diameter butterfly valves to be installed at the Foothill Pump Station Intertie as part of water supply reliability improvements in the Rialto Pipeline service area; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (This action is part of a series of projects that are being undertaken to improve the supply reliability for State Water Project dependent areas) (EOT) | 21-2222 |
| 8-2 | Award a \$5,266,000 contract to Leed Electric, Inc., to install 12 flow monitoring stations along the Colorado River Aqueduct conveyance system; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (EOT) | 21-2225 |
| 8-3 | Adopt a resolution to support an approximately \$19,740,000 grant application to the Sacramento-San Joaquin Delta Conservancy to develop a multi-benefit landscape opportunity on Webb Tract, and authorize the General Manager to accept the grant if awarded; the General Manager has determined that the proposed actions are exempt or otherwise not subject to CEQA (OWS) | 21-2229 |

- 8-4** Authorize the General Manager to enter into an agreement with Western Municipal Water District, Rubidoux Community Services District, West Valley Water District, and San Bernardino Valley Municipal Water District to deliver water to Western's service area through facilities not owned by Metropolitan or Western; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (OWS) **21-2231**
- 8-5** Review the General Manager's determination to initiate the Cyclic Cost-Offset Program effective April 15, 2023, and determine whether to suspend the Cyclic Cost-Offset Program initiated by the General Manager (OWS) **21-2232**
- 8-6** Adopt resolution to continue Metropolitan's Water Standby Charge for fiscal year 2023/24; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (FAIRP) **21-2242**
- 8-7** Report on litigation in Joshua Rivers v. Metropolitan Water District, Los Angeles County Superior Court Case No. 22STCV09741; and authorize increase in maximum amount payable under contract for legal services with Sheppard, Mullin Richter & Hampton LLP in the amount of \$150,000 for a total amount not to exceed \$250,000; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with legal counsel - existing litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(1)] (LC) **21-2235**

9. BOARD INFORMATION ITEMS

- 9-1** Conservation Program Board Report **21-2114**
- 9-2** Renewal Status of Metropolitan's Casualty Insurance Program (FAIRP) **21-2237**

10. OTHER MATTERS

NONE

11. FOLLOW-UP ITEMS

NONE

12. FUTURE AGENDA ITEMS

13. ADJOURNMENT

NOTE: Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parenthesis at the end of the description of the agenda item, e.g. (EOT). Board agendas may be obtained on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>

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The Metropolitan Water District of Southern California

Agenda

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EO&P Committee

M. Ramos, Chair
T. Phan, Vice Chair
M. Camacho
G. Cordero
D. Erdman
S. Faessel
L. Fong-Sakai
F. Jung
A. Kassakhian
J. McMillan
N. Sutley

Ethics, Organization, and Personnel Committee

Meeting with Board of Directors *

May 9, 2023

2:30 p.m.

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Tuesday, May 9, 2023 Meeting Schedule

**08:30 a.m. FAIRP
10:30 a.m. LC
12:00 p.m. Break
12:30 p.m. BOD
02:30 p.m. EOP**

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

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- 1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))**

**** CONSENT CALENDAR ITEMS -- ACTION ****

2. CONSENT CALENDAR OTHER ITEMS - ACTION

- A.** Approval of the Minutes of the Ethics, Organization, and Personnel Committee Meeting for April 11, 2023 (Copies have been submitted to each Director, Any additions, corrections, or omissions) **21-2127**

3. CONSENT CALENDAR ITEMS - ACTION

NONE

TBD

**** END OF CONSENT CALENDAR ITEMS ******4. OTHER BOARD ITEMS - ACTION**

NONE

5. BOARD INFORMATION ITEMS

NONE

6. COMMITTEE ITEMS

- | | | |
|----|---|---------|
| a. | Contractors Code of Conduct | 21-2251 |
| b. | Workshop on framework for ethical decision making | 21-2252 |

7. MANAGEMENT REPORTS

- | | | |
|----|---|---------|
| a. | Ethics Officer's Report | 21-2128 |
| b. | Human Resources Manager's Report | 21-2129 |
| c. | Equal Employment Opportunity Officer's Report | 21-2130 |

8. FOLLOW-UP ITEMS

NONE

9. FUTURE AGENDA ITEMS**10. ADJOURNMENT**

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EXECUTIVE
COMMITTEE MEETING
April 25, 2023 – 11:30 a.m.
MWD Headquarters Building/Teleconference Meeting

NON-INTEREST DISCLOSURE NOTICE
COMMITTEE ITEM 7.a.

COMMITTEE ITEM 7.a. – Labor Negotiations Update [Conference with labor negotiators; to be heard in closed session pursuant to Gov. Code Section 54957.6. Metropolitan representatives: Debra S. Gill, Human Resources Group Manager, Gifty J. Beets, Human Resources Section Manager of Labor Relations. Employee organization: The Metropolitan Water District of Southern California Supervisors Association]

This Non-Interest Disclosure Notice is being provided under the California Government Code: Pursuant to Government Code Section 1091.5(a)(9), a District officer or employee does not have a financial interest in a District contract if these conditions are satisfied: (i) his or her interest is that of a person receiving a salary, per diem or reimbursement for expenses from a government entity; (ii) the contract does not directly involve the department of the government entity that employs him or her; and (iii) the interest is disclosed to his or her body or board at the time the contract is considered and is noted in its official record. In accordance with this statute, the following District officers or employees have been, or may be, involved in the bargaining unit negotiations on behalf of management: Adel Hagekhalil, Marcia Scully, Abel Salinas, Scott Suzuki, Katano Kasaine, Heather Beatty, Shane Chapman, Deven Upadhyay, Debra Gill, Gifty Beets, Henry Torres, Tony Zepeda, Gonzalo Barriga Jr., Trish Tucker Meyer, Charlie Eckstrom, Dee Zinke and Isamar Munoz.

Heather Beatty, Trish Tucker Meyer, and Isamar Munoz are members of the Association of Confidential Employees (“ACE”), which has a salary provision in

its Memorandum of Understanding that allows ACE to select an annual salary adjustment from any one of the Memoranda of Understanding for the other bargaining units. Each of the remaining individuals is unrepresented. Under Administrative Code Section 6500(d), unless the Board directs otherwise, the pay rate range for each unrepresented individual except Adel Hagekhalil, Marcia Scully and Abel Salinas will be adjusted annually to correspond with the annual across-the-board salary adjustment provided to the District's management employees under the Memoranda of Understanding; although actual pay rates for these unrepresented individuals will be determined by their management. The other compensation and benefits for which the unrepresented individuals are eligible are set forth in the Administrative Code.

Parliamentary Procedures Training

Executive Committee
Item 7c
April 25, 2023

Sally F. LaMacchia. Esq., PRP NAP Professional Registered Parliamentarian

- Owner of Prime Parliamentary Services and Federal Workplace Services
- A licensed attorney and Professional Registered Parliamentarian (National Association of Parliamentarians)
- Immediate past President of the California State Association of Parliamentarians (CSAP) and
- Served in the United States Active Air Force Reserves
- Member of AIP, American Institute of Parliamentarians.



Executive Committee

Item 7c Slide2

“Parliamentary Procedure enables the overall membership of an organization – expressing its general will through the assembly of its members – both to establish and empower an effective leadership as it wishes and at the same time to retain exactly the degree of direct control over its affairs that it chooses to reserve to itself.” RONR (12th ed.)

**WELCOME
Parliamentary
Procedure
Is Your Friend!**

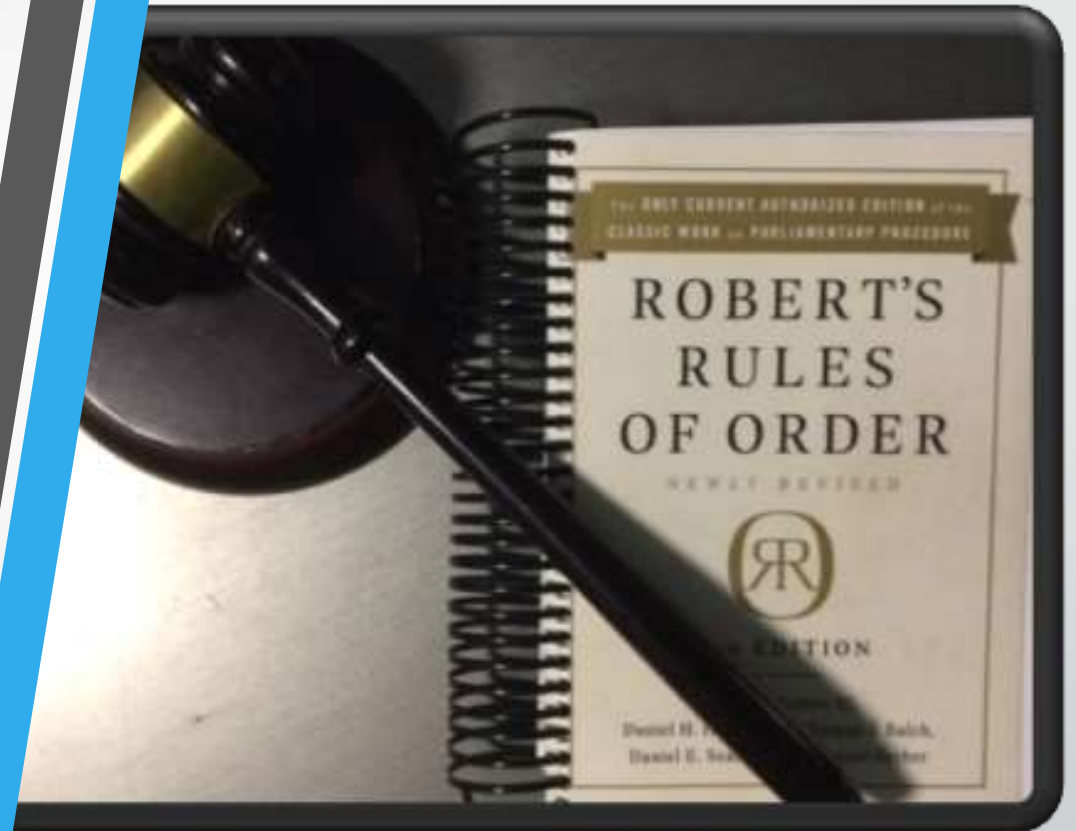
Journal of the House of Commons (London)

- One subject at a time. 1851
- Alternation between opposite points of view when assigning the floor. 1592
- Requirement that the chair always call for the negative vote. 1604
- Decorum and avoidance of personalities in debate. 1604
- Confinement of debate to the merits of the pending question. 1610
- Division of a question. 1640

Robert's Rules of Order, Newly Revised

Rules of parliamentary procedure are based on a regard for the rights of –

- the majority,
- the minority, especially a strong minority – greater than one-third
- individual member,
- absentees, and
- all of these together.



The Special Committee on Board Meetings recommends holding a Water Conservation Celebration in July. The governing documents include this line: “The current edition of *Robert’s Rules of Order Newly Revised* shall govern in all cases in which it is not in conflict with these bylaws.”

Fact Pattern #1

SCRIPT #1

CHAIR: The next item of business is new business. (Pause) The chair recognizes Member 1. (Now Member 1 has the floor.)

MEMBER 1: I move that we direct staff to organize a special event celebrating water conservation in July 2023.

MEMBER 2: Second

CHAIR: It is moved and seconded to direct staff to organize a special event celebrating water conservation in July 2024.

MEMBER 1: Do you wish to speak to your motion?

MEMBER 1: Thank you, Chair. I support this motion on the grounds that it is important to inform others on water conservation.

MEMBER 2: (Raising hand) Chair!

CHAIR: Does member two wish to speak against the motion?

MEMBER 2: Not exactly.

CHAIR: State your purpose.

MEMBER 2: I move to amend the motion by striking *July* and inserting *May*.

SCRIPT #1, Cont'd

MEMBER 3: Second!

CHAIR: It is moved and seconded to amend the main motion by striking July and inserting May. If amended, the motion will read that we direct staff to organize a special event celebrating water conservation in May 2023⁴

Is there any debate? (Silence)

MEMBER 4: (Raising hand.)

CHAIR: The Chair recognizes Member 4.

MEMBER 4: I move to amend the main motion by striking *Water Conservation* and inserting *Water Resiliency*.

CHAIR: The motion is out of order at this time. Once the pending motion is resolved, the member may reintroduce an amendment to the main motion.

MEMBER 5: (Hand raised)

CHAIR: The Chair recognizes Member 5.

Member 5: I move to amend the amendment by striking *May* and inserting *June*.

MEMBER 6: Second!

SCRIPT #1, Cont'd

CHAIR: The chair suggests creating a blank by striking out *May*, so the main motion will be *that we direct staff to organize a water event in ____blank____ 2024*. If there is no objection, a blank will be created. [Pause]
Hearing no objection, a blank is created.

There are three suggestions so far to fill the blank: *July*, *May*, and *June*. Are there any further suggestions? [Pause]

Hearing none, is there any debate? [Silence]

The question is on filling the blank in the motion to amend. Suggestions will be voted on in the order proposed, the first suggestion to obtain a majority vote is adopted, and no further votes to fill the blank will be taken.

Are you ready for the question? [Silence]

Those in favor of filling the blank with *July*, say "aye". [Resounding] [Pause]

The Chair hears majority support for *July* [Pause]

The blank will be filled with *July*, and the question is now on the main motion as follows: *that we direct staff to organize a Water Conservation event in July 2023*. Is there any debate?

MEMBER 4: (Raising hand.)

CHAIR: The Chair recognizes Member 4.

MEMBER 4: I move to amend the main motion by striking *Conservation* and inserting *Resiliency*.
[Second!]

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SCRIPT #1, Cont'd

- CHAIR:** It is moved and seconded to amend the main motion by striking *Conservation* and inserting *Resiliency*. If adopted the motion would read *that we direct staff to organize a Water Resiliency event in July 2023*. Member 4, would you like to speak to your motion?
- Member 4:** Thank you Chair. I am in favor of the amendment. Water conservation is a familiar phrase, water resiliency will spark more interest.
- Member 5:** (Raising hand.) Chair.
- CHAIR:** The chair recognizes Member 5.
- MEMBER 5:** Thank you. I rise to speak against the motion to amend. I think we should rely on the more familiar phrasing “water conservation”. Conservation and resiliency are related topics, and both can be covered, but the more familiar wording will attract more attendees.
- CHAIR:** Is there further comment in favor of the motion? [Silence] Is there any further debate? [Silence] All right. The question is on amending the main motion by striking *Conservation* and inserting *Resiliency* Those in favor say “aye”. [Pause] Those opposed, say “no”. [Pause] The “ayes” have it, the amendment passes.
- The question now is on the main motion as amended, *that we direct staff to organize a “Water Resiliency event” in July 2023*. Is there further debate?”

SCRIPT #1, Cont'd

MEMBER 5: (Raising hand.)

CHAIR: The chair recognizes Member 5.

MEMBER 5: I move to refer the pending motion to a special committee of 3 members to be appointed by the chair to prepare a resolution that embodies this motion. With approval of the assembly, the resolution will be formally presented to the Board for their consideration." (Second!)

CHAIR: It is moved and seconded to refer the pending motion to a special committee of 3 members to be appointed by the chair to prepare a resolution that embodies this motion. With approval of the assembly, the resolution will be formally presented to the Board for their consideration and signatures if approved. Member 5, do you wish to speak to your motion?

MEMBER 5: Thank you no Chair. I think the motion to refer speaks for itself.

CHAIR: Very good. Is there further debate? [Silence]
Are you ready for the question? [Silence]

All those in favor of referring the pending motion to a special committee of 3 members to be appointed by the chair to prepare a resolution for approval by the Board, say "aye". [Pause]

All those opposed say "no". [Pause] The "ayes" have it, the motion is adopted, and the matter will be referred to a committee to prepare a resolution. The committee will report at our next regular meeting.

The Social Media Committee will discuss a proposal to recommend that the Board solicit bids from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage. For committee meetings, “The current edition of *Robert’s Rules of Order Newly Revised* shall govern in all cases in which it does not conflict with our rules.”

Fact Pattern #2

SCRIPT #2

- CHAIR:** The next item of business is new business. The chair recognizes Member S.
- Member S:** I move that the Social Media Committee recommend that the Board solicit bids from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.
- MEMBER T:** Second!
- MEMBER W:** (Hand raised.)
- CHAIR:** It is moved and seconded that the Social Media Committee recommend that the Board solicit bids from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage. Does Member S wish to speak to their motion?
- (Member S speaks to the motion.)*
- MEMBER W:** (Hand raised.)
- CHAIR:** The Chair recognizes Member W.
- MEMBER W:** I move to amend the motion by striking “solicit bids” and inserting “seek volunteers”.
- MEMBER T:** Second!

SCRIPT #2, Cont'd

CHAIR: It is moved and seconded to amend the main motion by striking “solicit bids” and inserting “seek volunteers”, so that if adopted, the main motion would be **that the Social Media Committee recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.**

The question is on the motion to amend. After the amendment is resolved the main motion will be considered. Does Member W wish to speak to their motion to amend?

(Member W speaks in support of the motion to amend.)

MEMBER A: (Hand raised.)

CHAIR: The question is on the motion to amend. The chair recognizes Member A.

MEMBER A: I rise to speak in favor of the motion. Making a public service announcement around thoughtful water usage is a great opportunity. Even a contest. Southern California Influencers could submit an audition video. The best 3 would win modest prizes and be asked for a second video. The Finalist would receive a prize or recognition of some kind in addition to the exposure that 12 months of PSA's would provide. I support the amendment because I think the main motion can be achieved through volunteers.

CHAIR: Does any member wish to speak in opposition to the amendment?

MEMBER Z: (Hand raised.)

CHAIR: Member Z?

SCRIPT #2, Cont'd

- MEMBER Z:** I am not in favor of the amendment. I think you get what you pay for. If we do this, it should be done by a paid professional.
- MEMBER A:** (Hand raised.)
- CHAIR:** Does any member who has not spoken wish to speak? The chair recognizes Member B.
- MEMBER B:** I support the amendment to seek volunteers. I believe that many people are concerned about water supply and usage and want to help. There might be influencers already out there who are focused on water use and conservation who would love the opportunity to produce some PSAs.
- CHAIR:** Thank you. The chair recognizes Member Q.
- MEMBER Q:** Let's vote, so we can defeat the main motion! *I call the question!*
- MEMBER T:** *Second!*
- CHAIR:** It is moved and seconded to cease debate on the pending amendment and go to an immediate vote. Unless any member objects, we will go to an immediate vote on the pending amendment. Once resolved, the chair will state the question and open debate on the main motion.

SCRIPT #2, Cont'd

(Pause) Hearing and seeing no objection, the question is the motion to amend the main motion by striking “solicit bids” and inserting “seek volunteers”. If the amendment is adopted, the main motion will be that the Social Media Committee recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.

If an objection is made by any member, the Chair must conduct a vote on the motion for Previous Question – that is, the motion to stop debate and go to an immediate vote. The motion is not debatable and not amendable. It must be adopted by a 2/3 vote.

CHAIR: *(Calls for the vote on the amendment.)* Those in favor of the amendment, say “aye”. *(Pause)* Those opposed, say “no”. *(Pause)* The “ayes” have it, the amendment is adopted.

CHAIR: The question is now on the motion to **recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage**. As maker of the original main motion, the chair calls on Member S. Member S, do you wish to speak to the motion?

MEMBER S: *Member S speaks in favor of the motion as amended.*

CHAIR: Does any member wish to speak against the motion?

MEMBER B: *(After being assigned the floor.)* I rise in opposition to the motion. I think it is too much to take on with too little information. There are a lot of details to consider even before a bid should be received.

SCRIPT #2, Cont'd

- MEMBER D:** *(After obtaining the floor.)* I move to postpone the main motion to allow closer study by this Committee, and presentation of a written report and recommendations at the final May meeting of the board.
- MEMBER T:** Second!
- MEMBER A:** *(After recognition from the Chair.)* I support the motion to postpone for further study of the proposal and would add the study should include promoting this as a contest among social media influences, the main prize being publicity and exposure through this series of PSAs.
- MEMBER T:** Second!
- CHAIR:** It is moved and seconded to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. Is there any debate on the motion to postpone? *(Silence)* Are you ready for the question? *(Silence)*
- CHAIR:** The question is on the motion to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. The main motion is to **recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.** As maker of the original main motion, the chair calls on Member S. Member S, do you wish to speak to the motion?
- MEMBER S:** *Member S speaks in favor of the motion as amended.*

SCRIPT #2, Cont'd

- CHAIR:** Does any member wish to speak against the motion?
- MEMBER B:** *(After being assigned the floor.)* I rise in opposition to the motion. I think it is too much to take on with too little information. There are a lot of details to consider even before a bid should be received.
- MEMBER D:** *(After obtaining the floor.)* I move to postpone the main motion to allow closer study by this Committee, and presentation of a written report and recommendations at the final May meeting of the board.
- MEMBER T:** Second!
- MEMBER A:** *(After recognition from the Chair.)* I support the motion to postpone for further study of the proposal and would add the study should include promoting this as a contest among social media influences, the main prize being publicity and exposure through this series of PSAs.
- MEMBER T:** Second!
- CHAIR:** It is moved and seconded to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. Is there any debate on the motion to postpone? *(Silence)* Are you ready for the question? *(Silence)*
- CHAIR:** The question is on the motion to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. The main motion is to **recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.**

April 25, 2023

SCRIPT #2, Cont'd

CHAIR: Those in favor of postponing the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board, say "aye". *(Pause)*
Those opposed say "no". *(Pause)*

The "ayes" have it. The matter is postponed for further study and report at the final May meeting of the board. Thank you. The next item of business is ...

MEMBER T: (Raised hand)

CHAIR: The Chair recognizes Member T.

MEMBER T: I move that we take a 5-minute recess.

CHAIR: If there is no objection, we will take a 5-minute recess. When we reconvene in 5 minutes, we will take up the next item of business. *(Pause)* Hearing no objection, we will take a 5-minute recess.

~~~~~ **Five Minutes Later** ~~~~~

**CHAIR:** (Rap once with the gavel, then) The Committee is reconvened and will come to order.

~~~~~ **The End** ~~~~~


Questions

Sally F. LaMacchia, Esq., PRP

Professional Registered
Parliamentarian

Prime Parliamentary Services

Parliamentary Procedures Training

Executive Committee
Item 7c
April 25, 2023

1

Sally F. LaMacchia. Esq., PRP NAP Professional Registered Parliamentarian

- Owner of Prime Parliamentary Services and Federal Workplace Services
- A licensed attorney and Professional Registered Parliamentarian (National Association of Parliamentarians)
- Immediate past President of the California State Association of Parliamentarians (CSAP) and
- Served in the United States Active Air Force Reserves
- Member of AIP, American Institute of Parliamentarians.



Executive Committee

Item 7c Slide2

2

"Parliamentary Procedure enables the overall membership of an organization – expressing its general will through the assembly of its members – both to establish and empower an effective leadership as it wishes and at the same time to retain exactly the degree of direct control over its affairs that it chooses to reserve to itself." RONR (12th ed.)

April 25, 2023

Executive Committee

Item 7c Slide3

WELCOME
Parliamentary
Procedure
Is Your Friend!

3

Journal of the House of Commons (London)

- One subject at a time. 1851
- Alternation between opposite points of view when assigning the floor. 1592
- Requirement that the chair always call for the negative vote. 1604
- Decorum and avoidance of personalities in debate. 1604
- Confinement of debate to the merits of the pending question. 1610
- Division of a question. 1640

April 25, 2023

Executive Committee

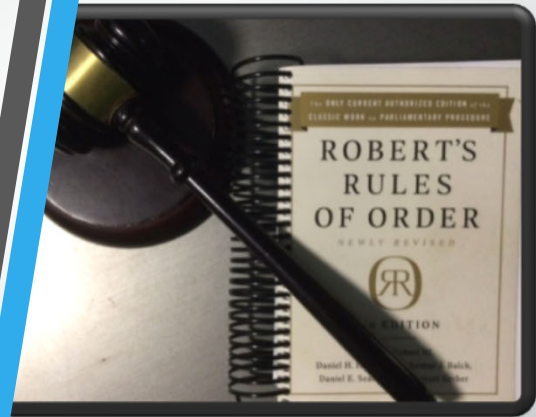
Item 7c Slide4

4

Robert's Rules of Order, Newly Revised

Rules of parliamentary procedure are based on a regard for the rights of –

- the majority,
- the minority, especially a strong minority – greater than one-third
- individual member,
- absentees, and
- all of these together.



April 25, 2023

Executive Committee

Item 7c Slide5

5

The Special Committee on Board Meetings recommends holding a Water Conservation Celebration in July. The governing documents include this line: "The current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases in which it is not in conflict with these bylaws."

Fact Pattern #1

April 25, 2023

Executive Committee

Item 7c Slide6

6

SCRIPT #1

CHAIR: The next item of business is new business. (Pause) The chair recognizes Member 1. (Now Member 1 has the floor.)

MEMBER 1: I move that we direct staff to organize a special event celebrating water conservation in July 2023.

MEMBER 2: Second

CHAIR: It is moved and seconded to direct staff to organize a special event celebrating water conservation in July 2024.

MEMBER 1: Do you wish to speak to your motion?

MEMBER 1: Thank you, Chair. I support this motion on the grounds that it is important to inform others on water conservation.

MEMBER 2: (Raising hand) Chair!

CHAIR: Does member two wish to speak against the motion?

MEMBER 2: Not exactly.

CHAIR: State your purpose.

MEMBER 2: I move to amend the motion by striking *July* and inserting *May*.

April 25, 2023

Executive Committee

Item 7c Slide7

7

SCRIPT #1, Cont'd

MEMBER 3: Second!

CHAIR: It is moved and seconded to amend the main motion by striking July and inserting May. If amended, the motion will read that we direct staff to organize a special event celebrating water conservation in May 2023⁴

Is there any debate? (Silence)

MEMBER 4: (Raising hand.)

CHAIR: The Chair recognizes Member 4.

MEMBER 4: I move to amend the main motion by striking *Water Conservation* and inserting *Water Resiliency*.

CHAIR: The motion is out of order at this time. Once the pending motion is resolved, the member may reintroduce an amendment to the main motion.

MEMBER 5: (Hand raised)

CHAIR: The Chair recognizes Member 5.

Member 5: I move to amend the amendment by striking *May* and inserting *June*.

MEMBER 6: Second!

Item 7c Slide8

8

SCRIPT #1, Cont'd

- CHAIR:** The chair suggests creating a blank by striking out *May*, so the main motion will be *that we direct staff to organize a water event in _____blank_____ 2024*. If there is no objection, a blank will be created. [Pause]
Hearing no objection, a blank is created.
- There are three suggestions so far to fill the blank: *July, May, and June*. Are there any further suggestions? [Pause]
- Hearing none, is there any debate? [Silence]
- The question is on filling the blank in the motion to amend. Suggestions will be voted on in the order proposed, the first suggestion to obtain a majority vote is adopted, and no further votes to fill the blank will be taken.
- Are you ready for the question? [Silence]
- Those in favor of filling the blank with *July*, say "aye". [Resounding] [Pause]
- The Chair hears majority support for *July* [Pause]
- The blank will be filled with *July*, and the question is now on the main motion as follows: *that we direct staff to organize a Water Conservation event in July 2023*. Is there any debate?
- MEMBER 4:** (Raising hand.)
- CHAIR:** The Chair recognizes Member 4.
- MEMBER 4:** I move to amend the main motion by striking *Conservation* and inserting *Resiliency*.
[Second!]

Item 7c Slide9

9

SCRIPT #1, Cont'd

- CHAIR:** It is moved and seconded to amend the main motion by striking *Conservation* and inserting *Resiliency*. If adopted the motion would read *that we direct staff to organize a Water Resiliency event in July 2023*. Member 4, would you like to speak to your motion?
- Member 4:** Thank you Chair. I am in favor of the amendment. Water conservation is a familiar phrase, water resiliency will spark more interest.
- Member 5:** (Raising hand.) Chair.
- CHAIR:** The chair recognizes Member 5.
- MEMBER 5:** Thank you. I rise to speak against the motion to amend. I think we should rely on the more familiar phrasing "water conservation". Conservation and resiliency are related topics, and both can be covered, but the more familiar wording will attract more attendees.
- CHAIR:** Is there further comment in favor of the motion? [Silence] Is there any further debate? [Silence] All right. The question is on amending the main motion by striking *Conservation* and inserting *Resiliency*. Those in favor say "aye". [Pause] Those opposed, say "no". [Pause] The "ayes" have it, the amendment passes.
- The question now is on the main motion as amended, *that we direct staff to organize a "Water Resiliency event" in July 2023*. Is there further debate?"

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Executive Committee

Item 7c Slide10

10

SCRIPT #1, Cont'd

MEMBER 5: (Raising hand.)

CHAIR: The chair recognizes Member 5.

MEMBER 5: I move to refer the pending motion to a special committee of 3 members to be appointed by the chair to prepare a resolution that embodies this motion. With approval of the assembly, the resolution will be formally presented to the Board for their consideration." (Second!)

CHAIR: It is moved and seconded to refer the pending motion to a special committee of 3 members to be appointed by the chair to prepare a resolution that embodies this motion. With approval of the assembly, the resolution will be formally presented to the Board for their consideration and signatures if approved. Member 5, do you wish to speak to your motion?

MEMBER 5: Thank you no Chair. I think the motion to refer speaks for itself.

CHAIR: Very good. Is there further debate? [Silence]
Are you ready for the question? [Silence]

All those in favor of referring the pending motion to a special committee of 3 members to be appointed by the chair to prepare a resolution for approval by the Board, say "aye". [Pause]

All those opposed say "no". [Pause] The "ayes" have it, the motion is adopted, and the matter will be referred to a committee to prepare a resolution. The committee will report at our next regular meeting.

April 25, 2023

Item 7c Slide11

~~~~~ The End ~~~~~

11

The Social Media Committee will discuss a proposal to recommend that the Board solicit bids from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage. For committee meetings, "The current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases in which it does not conflict with our rules."

## Fact Pattern #2

April 25, 2023

Executive Committee

Item 7c Slide12

12

## SCRIPT #2

**CHAIR:** The next item of business is new business. The chair recognizes Member S.

**Member S:** I move that the Social Media Committee recommend that the Board solicit bids from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.

**MEMBER T:** Second!

**MEMBER W:** (Hand raised.)

**CHAIR:** It is moved and seconded that the Social Media Committee recommend that the Board solicit bids from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage. Does Member S wish to speak to their motion?

*(Member S speaks to the motion.)*

**MEMBER W:** (Hand raised.)

**CHAIR:** The Chair recognizes Member W.

**MEMBER W:** I move to amend the motion by striking "solicit bids" and inserting "seek volunteers".

**MEMBER T:** Second!

Item 7c Slide13

13

## SCRIPT #2, Cont'd

**CHAIR:** It is moved and seconded to amend the main motion by striking "solicit bids" and inserting "seek volunteers", so that if adopted, the main motion would be **that the Social Media Committee recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.**

The question is on the motion to amend. After the amendment is resolved the main motion will be considered. Does Member W wish to speak to their motion to amend?

*(Member W speaks in support of the motion to amend.)*

**MEMBER A:** (Hand raised.)

**CHAIR:** The question is on the motion to amend. The chair recognizes Member A.

**MEMBER A:** I rise to speak in favor of the motion. Making a public service announcement around thoughtful water usage is a great opportunity. Even a contest. Southern California Influencers could submit an audition video. The best 3 would win modest prizes and be asked for a second video. The Finalist would receive a prize or recognition of some kind in addition to the exposure that 12 months of PSA's would provide. I support the amendment because I think the main motion can be achieved through volunteers.

**CHAIR:** Does any member wish to speak in opposition to the amendment?

**MEMBER Z:** (Hand raised.)

**CHAIR:** Member Z?

Item 7c Slide14

14



## SCRIPT #2, Cont'd

- MEMBER Z:** I am not in favor of the amendment. I think you get what you pay for. If we do this, it should be done by a paid professional.
- MEMBER A:** (Hand raised.)
- CHAIR:** Does any member who has not spoken wish to speak? The chair recognizes Member B.
- MEMBER B:** I support the amendment to seek volunteers. I believe that many people are concerned about water supply and usage and want to help. There might be influencers already out there who are focused on water use and conservation who would love the opportunity to produce some PSAs.
- CHAIR:** Thank you. The chair recognizes Member Q.
- MEMBER Q:** Let's vote, so we can defeat the main motion! I call the question!
- MEMBER T:** *Second!*
- CHAIR:** It is moved and seconded to cease debate on the pending amendment and go to an immediate vote. Unless any member objects, we will go to an immediate vote on the pending amendment. Once resolved, the chair will state the question and open debate on the main motion.

April 25, 2023

Executive Committee

Item 7c Slide15

15

## SCRIPT #2, Cont'd

(Pause) Hearing and seeing no objection, the question is the motion to amend the main motion by striking "solicit bids" and inserting "seek volunteers". If the amendment is adopted, the main motion will be that the Social Media Committee recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.

If an objection is made by any member, the Chair must conduct a vote on the motion for Previous Question – that is, the motion to stop debate and go to an immediate vote. The motion is not debatable and not amendable. It must be adopted by a 2/3 vote.

- CHAIR:** (Calls for the vote on the amendment.) Those in favor of the amendment, say "aye". (Pause) Those opposed, say "no". (Pause) The "ayes" have it, the amendment is adopted.
- CHAIR:** The question is now on the motion to **recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.** As maker of the original main motion, the chair calls on Member S. Member S, do you wish to speak to the motion?
- MEMBER S:** *Member S speaks in favor of the motion as amended.*
- CHAIR:** Does any member wish to speak against the motion?
- MEMBER B:** (After being assigned the floor.) I rise in opposition to the motion. I think it is too much to take on with too little information. There are a lot of details to consider even before a bid should be received.

April 25, 2023

Executive Committee

Item 7c Slide16

16

## SCRIPT #2, Cont'd

- MEMBER D:** *(After obtaining the floor.)* I move to postpone the main motion to allow closer study by this Committee, and presentation of a written report and recommendations at the final May meeting of the board.
- MEMBER T:** Second!
- MEMBER A:** *(After recognition from the Chair.)* I support the motion to postpone for further study of the proposal and would add the study should include promoting this as a contest among social media influencers, the main prize being publicity and exposure through this series of PSAs.
- MEMBER T:** Second!
- CHAIR:** It is moved and seconded to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. Is there any debate on the motion to postpone? *(Silence)* Are you ready for the question? *(Silence)*
- CHAIR:** The question is on the motion to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. The main motion is to **recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.** As maker of the original main motion, the chair calls on Member S. Member S, do you wish to speak to the motion?
- MEMBER S:** *Member S speaks in favor of the motion as amended.*

April 25, 2023

Executive Committee

Item 7c Slide17

17

## SCRIPT #2, Cont'd

- CHAIR:** Does any member wish to speak against the motion?
- MEMBER B:** *(After being assigned the floor.)* I rise in opposition to the motion. I think it is too much to take on with too little information. There are a lot of details to consider even before a bid should be received.
- MEMBER D:** *(After obtaining the floor.)* I move to postpone the main motion to allow closer study by this Committee, and presentation of a written report and recommendations at the final May meeting of the board.
- MEMBER T:** Second!
- MEMBER A:** *(After recognition from the Chair.)* I support the motion to postpone for further study of the proposal and would add the study should include promoting this as a contest among social media influencers, the main prize being publicity and exposure through this series of PSAs.
- MEMBER T:** Second!
- CHAIR:** It is moved and seconded to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. Is there any debate on the motion to postpone? *(Silence)* Are you ready for the question? *(Silence)*
- CHAIR:** The question is on the motion to postpone the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board. The main motion is to **recommend that the Board seek volunteers from social media influencers in Southern California to present a series of short videos – one each month for 12 months - about mindful water usage.**

April 25, 2023

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## SCRIPT #2, Cont'd

**CHAIR:** Those in favor of postponing the main motion for further study to include a possible contest among social media influencers and to present a written report and recommendations at the final May meeting of the board, say "aye". *(Pause)*  
Those opposed say "no". *(Pause)*

The "ayes" have it. The matter is postponed for further study and report at the final May meeting of the board. Thank you. The next item of business is ...

**MEMBERT:** (Raised hand)

**CHAIR:** The Chair recognizes Member T.

**MEMBERT:** I move that we take a 5-minute recess.

**CHAIR:** If there is no objection, we will take a 5-minute recess. When we reconvene in 5 minutes, we will take up the next item of business. *(Pause)* Hearing no objection, we will take a 5-minute recess.

~~~~~ Five Minutes Later ~~~~~

CHAIR: (Rap once with the gavel, then) The Committee is reconvened and will come to order.

April 25, 2023

~~~~~ The End ~~~~~

Item 7c Slide19

19

Questions

Sally F. LaMacchia, Esq., PRP

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Professional Registered  
Parliamentarian

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**Prime Parliamentary Services**

20

## Robert's Rules of Order Parliamentary Basics

*From the National Association of Parliamentarians*

### Motions

There are several *classes* of motions you may encounter in meetings, listed below. The most commonly used motions belong to the *thirteen ranking motions*.

To review the procedure for handling a motion, see Parliamentary Basics - Presiding.

### Classes of Motions

There are several classes of motions you may encounter in meetings:

The **main motion** is the basis of all parliamentary procedure. All business to be considered by an assembly is introduced by a main motion. This type of motion may only be considered if no other business is pending.

**Subsidiary motions** are those that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it.

**Privileged motions** are motions that are unrelated to the current motion, but are of such urgency or importance that they are considered immediately. These motions are related to members, the organization, and meeting procedure rather than the item of business being considered.

**Incidental motions** are motions that are related to, or incidental to, the business being considered, but do not directly modify the pending motion.

Motions that bring a question again before the assembly, or **bring-back** motions, are a special type of main motion that permit the assembly to consider business that was previously disposed of.

## Thirteen ranking motions

The main motion, subsidiary motions, and privileged motions all have rank relative to one another. The table below illustrates the motions' rank and basic characteristics.

**Thirteen Ranking Motions**

| <i>Name of Motion</i>                   | Is it in order when another has the floor? | Does it require a second? | Is it debatable? | Is it amendable? | What vote is required for adoption? | May it be reconsidered? |            |
|-----------------------------------------|--------------------------------------------|---------------------------|------------------|------------------|-------------------------------------|-------------------------|------------|
| Fix the Time to Which to Adjourn*       | No                                         | Yes                       | No               | Yes              | M                                   | Yes                     | PRIVILEGED |
| Adjourn**                               | No                                         | Yes                       | No               | No               | M                                   | No                      |            |
| Recess*                                 | No                                         | Yes                       | No               | Yes              | M                                   | No                      |            |
| Raise a Question of Privilege           | Yes                                        | No                        | No               | No               | (1)                                 | No                      |            |
| Call for the Orders of the Day          | Yes                                        | No                        | No               | No               | (2)                                 | No                      |            |
| Lay on the Table                        | No                                         | Yes                       | No               | No               | M                                   | No                      | SUBSIDIARY |
| Previous Question                       | No                                         | Yes                       | No               | No               | 2/3                                 | Yes                     |            |
| Limit or Extend Limits of Debate        | No                                         | Yes                       | No               | Yes              | 2/3                                 | (3)                     |            |
| Postpone to a Certain Time (Definitely) | No                                         | Yes                       | Yes              | Yes              | M(4)                                | Yes                     |            |
| Commit (Refer to a Committee)           | No                                         | Yes                       | Yes              | Yes              | M                                   | (5)                     |            |
| Amend                                   | No                                         | Yes                       | (6)              | Yes              | M                                   | Yes                     |            |
| Postpone Indefinitely                   | No                                         | Yes                       | Yes              | No               | M                                   | (7)                     |            |
| Main Motion                             | No                                         | Yes                       | Yes              | Yes              | M                                   | Yes                     |            |

Based on *Robert's Rules of Order Newly Revised* (RONR)

\*A main motion if made when no business pending

\*\*Check RONR for specific rules

- (1) Chair grants
- (2) No vote; demand
- (3) Yes, the unexecuted part may be reconsidered
- (4) 2/3 vote required if made a special order
- (5) Yes, if the committee has not started work
- (6) Yes, if applied to a debatable motion
- (7) Only an affirmative vote may be reconsidered

## Discussion and Debate

Discussion, or *debate* in parliamentary terms, is how an assembly decides whether a proposed course of action should be followed. Disagreement is healthy, and helps the organization make the best decision *if* discussion is approached fairly and consistently:

- Before speaking in debate, members obtain the floor as described in Parliamentary Basics - Presiding.
- The person who makes a motion may speak on it first, if he expresses the desire to do so.
- All remarks are addressed to the chair, not to other members.
- Debate is confined to the merits of the motion currently under consideration.
- Debate can only be closed by order of the assembly (2/3 vote), or by the chair if no one seeks the floor for further debate.

## Presiding

Two essential components of effectively presiding over a meeting are preparing and following an agenda, and handling motions fairly and consistently.

## Sample Meeting Agenda

(Excerpted from the NAP publication, *The Chair's Guide: Order of Business*)

- Call to Order
- Opening Ceremonies (optional)
- Roll Call (if customary)
- Reading and Approval of Minutes
- Reports of Officers, Boards, and Standing Committees
- Reports of Special Committees (announced only if such committees are prepared or instructed to report)
- Special Orders (announced only if there are special orders)
- Unfinished Business and General Orders
- New Business
- Announcements
- Program (if a program or a speaker is planned for the meeting)
- Adjourn

# **Procedure for Handling a Main Motion**

## **Obtaining and Assigning the Floor**

1. A member rises when no one else has the floor and addresses the chair:  
"Mr./Madam President, " "Mr./Madam Chairman," or by other proper title. (In a large assembly, the member gives his name and identification.)

The member remains standing and awaits recognition by the chair.

2. The chair recognizes the member by announcing his name or title, or, in a small assembly, by nodding to him.

## **How the Motion is Brought Before the Assembly**

1. The member makes the motion: "I move that (or 'to')... " and resumes his seat.
2. Another member, without rising, seconds the motion: "I second the motion," or "I second it" or even just "second."
3. The chair states the motion: "It is moved and seconded that .... Are you ready for the question?"

## **Consideration of the Motion**

1. Members debate the motion. (See Parliamentary Basics - Discussion).
2. The chair puts the motion to a vote.  
The chair asks: "Are you ready for the question?" If no one rises to claim the floor, the chair proceeds to take the vote.

The chair says: "The question is on the adoption of the motion that...As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'No'. (Pause for response.)

3. The chair announces the result of the vote.  
"The ayes have it, the motion is adopted, and .... (indicating the effect of the vote)," or

"The noes have it, and the motion is lost."

## **BASIC CHARACTERISTICS OF MOTIONS**

**From: *The Complete Idiot's Guide to Robert's Rules*  
*The Guerrilla's Guide to Robert's Rules***

| <b>MOTION</b>                                           | <b>PURPOSE</b>                                | <b>INTERRUPT<br/>SPEAKER?</b> | <b>SECOND<br/>NEEDED?</b> | <b>DEBATABLE?</b> | <b>AMENDABLE?</b> | <b>VOTE<br/>NEEDED</b> |
|---------------------------------------------------------|-----------------------------------------------|-------------------------------|---------------------------|-------------------|-------------------|------------------------|
| 1. Fix the time to which to adjourn                     | Sets the time for a continued meeting         | No                            | Yes                       | No <sup>1</sup>   | Yes               | Majority               |
| 2. Adjourn                                              | Closes the meeting                            | No                            | Yes                       | No                | No                | Majority               |
| 3. Recess                                               | Establishes a brief break                     | No                            | Yes                       | No <sup>2</sup>   | Yes               | Majority               |
| 4. Raise a Question of Privilege                        | Asks urgent question regarding to rights      | Yes                           | No                        | No                | No                | Ruled by chair         |
| 5. Call for orders of the day                           | Requires that the meeting follow the agenda   | Yes                           | No                        | No                | No                | One member             |
| 6. Lay on the table                                     | Puts the motion aside for later consideration | No                            | Yes                       | No                | No                | Majority               |
| 7. Previous question                                    | Ends debate and moves directly to the vote    | No                            | Yes                       | No                | No                | Two thirds             |
| 8. Limit or extend limits nr debate                     | Changes the debate limits                     | No                            | Yes                       | No                | Yes               | Two thirds             |
| 9. Postpone to a certain time                           | Puts off the motion to a specific time        | No                            | Yes                       | Yes               | Yes               | Majority <sup>3</sup>  |
| 10. Commit or refer                                     | Refers the motion to a committee              | No                            | Yes                       | Yes               | Yes               | Majority               |
| 11. Amend an amendment<br>(secondary amendment)         | Proposes a change to an amendment             | No                            | Yes                       | Yes <sup>4</sup>  | No                | Majority               |
| 12. Amend a motion or resolution<br>(primary amendment) | Proposes a change to a main motion            | No                            | Yes                       | Yes <sup>4</sup>  | Yes               | Majority               |
| 13. Postpone indefinitely                               | Kills the motion                              | No                            | Yes                       | Yes               | No                | Majority               |
| 14. Main motion                                         | Brings business before the assembly           | No                            | Yes                       | Yes               | Yes               | Majority               |

1. Is debatable when another meeting is scheduled for the same or next day, or if the motion is made while no question is pending
2. Unless no question is pending
3. Majority, unless it makes question a special order
4. If the motion it is being applied to is debatable

**Motions above are in the Order of Precedence of Motions.**



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|--------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------|---------------------------|-----------------------|-------------------|--------------------------|
| Point of order                                   | Requests that the rules be followed                                           | Yes                           | No                        | No                    | No                | Ruled by chair           |
| Appeal from the decision of the chair            | Challenges a ruling of the chair                                              | Yes                           | Yes                       | Depends <sup>4</sup>  | No                | Majority <sup>5</sup>    |
| Suspend the rules                                | Allows the group to violate the rules<br>(not bylaws)                         | No                            | Yes                       | No                    | No                | Two thirds               |
| Objection to consideration                       | Keeps the motion from being considered                                        | Yes <sup>6</sup>              | No                        | No                    | No                | Two thirds <sup>7</sup>  |
| Division of the question                         | Separates consideration of the motion                                         | No                            | Yes                       | No                    | Yes               | Majority                 |
| Division of the assembly                         | Requires a standing vote                                                      | Yes                           | No                        | No                    | No                | One member               |
| Parliamentary inquiry or point<br>of information | Allows a member to ask a question<br>about business at hand                   | Yes                           | No                        | No                    | No                | Responded to<br>by chair |
| Withdraw a motion<br>(after stated by chair)     | Removes a motion from<br>consideration                                        | Yes                           | Depends <sup>8</sup>      | No                    | No                | Majority                 |
| Take from the table                              | Resumes considering a motion that was<br>laid on the table                    | No                            | Yes                       | No                    | No                | Majority                 |
| Reconsider                                       | Considers a motion again                                                      | Yes <sup>9</sup>              | Yes                       | Depends <sup>10</sup> | No                | Majority                 |
| Rescind or amend something previously<br>adopted | Repeals a previously adopted motion or<br>amends it after it has been adopted | No                            | Yes                       | Yes                   | Yes               | Depends <sup>11</sup>    |

5. Majority in negative required to reverse chair's decision
6. When another member has been assigned the floor, until debate has begun, or a subsidiary motion has been stated by the chair
7. Two thirds against consideration sustains objection
8. Yes, if motion is made by person requesting permission; no, if made by another member
9. When another has been assigned the floor, but not after he has begun to speak
10. Only if motion to be reconsidered is debatable
11. a) a majority with notice; b) two thirds; or c) majority of entire membership