

Rules of Procedure Imperial Irrigation District Community Advisory Commission

Purpose

IID Board Resolution 17-98 dictates the purpose of this Commission. The IID Board (Board) has established this Community Advisory Commission (CAC) as a temporary advisory group to assist with the planning for the IID/San Diego County Water Authority water conservation and transfer program. The focus of the CAC's work will be on community benefits and impacts of that transfer agreement. The CAC will serve through, and meet regularly during, the transfer agreement environmental review process. The CAC shall be disbanded when the Board certifies the final EIR.

Responsibilities of CAC

The responsibilities of the CAC are to:

- (1) Assess possible community benefits and impacts of the Water Conservation Plan.
- (2) Recommend possible community impact mitigation measures.
- (3) Memorialize the CAC's work for consideration in the EIR/EIS process.

Membership of CAC

The CAC shall consist of twenty-two members, as provided in Board Resolution 17-98, all of whom shall have equal voting privileges. Members shall serve at the will of the Board. In the event a member resigns, or for some other reason is unable to serve, that seat will be filled by an appointment by the President of the Board for the remainder of the CAC's existence.

Attendance

If any member fails to attend three (3) consecutive CAC meetings or five (5) meetings in any year, his or her position will be declared vacant by a majority of the remaining members of the CAC making up a quorum at a regularly scheduled meeting of the CAC. For purposes of this section, failure to attend non-regularly scheduled meetings shall not be counted.

Meetings

PLACE OF MEETINGS. Meetings of the CAC shall be held in the Imperial Irrigation District's Auditorium at 1285 Broadway, El Centro, California. If this location becomes unavailable on the designated meeting night, the Chairperson may choose an alternate location and advise all members of the alternate meeting location. In order to provide the widest access possible by Imperial County residents to CAC meetings, the CAC shall schedule one meeting per quarter in an Imperial County community other than El Centro.

ANNUAL REORGANIZATION. Each year in September, during the existence of the CAC, the CAC shall select officers and reorganize itself. In the event a sitting officer is unable to carry out his or her duties, a replacement shall be elected by a majority vote of those present at the next regularly scheduled meeting with a quorum present.

TIME OF REGULAR MEETINGS. Regular meetings shall be held on Tuesdays at 6:30 p.m. unless such day falls on a legal holiday, in which event the regular meeting for that month shall be held at the same hour and place on the preceding day. Intervals between meetings may vary, depending upon the business before the CAC; however, the CAC shall meet at least one time per month. The schedule for regular

meetings may be changed by a majority vote of those present at the next regularly scheduled meeting with a quorum present. Meetings shall last no longer than two hours, unless an extension of meeting length is approved by a majority vote of those present.

MEETINGS TO BE PUBLIC. All meetings shall be in public and shall be in compliance with the requirements of the Ralph M. Brown Act (Chapter 9, Division 2, Title 5 of the Government Code). Nothing in the scope of the CAC's purpose falls under provisions that allow closed or executive sessions under the Act; therefore, executive sessions shall be prohibited.

SPECIAL MEETINGS. Special meetings of the CAC may be called by the Chairperson, or, in his or her absence, the vice-Chairperson, or by a majority of the members of the CAC. It shall be the responsibility of the chairperson or, in his or her absence, the vice-chairperson, to set the location of the meeting.

AGENDA NOTICE. Notices of an agenda for each regular and special meeting of the CAC shall be mailed, faxed or e-mailed to each member no later than the Friday immediately preceding each regular meeting and no later than 72 hours preceding each special meeting. The media also will be included in the mailing. Minutes of any preceding meeting will be included in the packet if available at the time of mailing.

QUORUM. A quorum shall consist of a majority of the members of the CAC. In the absence of a quorum, a meeting of the CAC may be adjourned from time to time by vote of a majority of the members present, but no other business shall be transacted.

VOTING. Each member is entitled to one (1) vote on each matter submitted to the meeting. Voting shall be by voice vote, unless a member demands a roll call vote, in which event the secretary shall call the roll and duly record the votes of each CAC member. There shall be no voting by mail or proxy voting.

OFFICIAL FINDINGS, MINORITY FINDINGS AND MINORITY POSITIONS. Official Findings of the CAC shall be determined by a majority vote of those present when the vote is taken. These findings shall be in written form and will become part of the CAC's permanent record. In the event at least five members are in agreement with a finding but are unable to receive a majority vote necessary for it to become an Official CAC Finding, they may submit a written Minority Finding which also will become part of the CAC's record. Individual members who disagree with Official Findings of the CAC may also submit written Minority Positions, which will be included in the CAC's record.

CONDUCT OF MEETINGS. Meetings of the CAC shall be presided over by the Chairperson, or, in his or her absence, the vice-Chairperson, or in the absence of both, by a Chairperson chosen by a majority of the members present. Meetings shall be governed by Roberts Rules of Order as revised from time to time insofar as such rules are not inconsistent or in conflict with the CAC's Rules of Procedure.

Officers and Staff

DESIGNATION OF OFFICERS. The elected officers of the CAC shall be a Chairperson and a vice-Chairperson.

ELECTION OF OFFICERS. Officers shall be elected annually by the CAC. Elections shall be by a majority vote of those members attending the annual meeting, a quorum being present. Officers may be removed with cause by a majority vote of the CAC at any meeting in which a quorum is present.

DUTIES OF CHAIRPERSON. The Chairperson shall preside at all meetings of the CAC, and shall, as required, serve as an ex-officio member of all study groups of the CAC.

DUTIES OF VICE-CHAIRPERSON. In the absence of the Chairperson, the vice-Chairperson shall perform all duties of the Chairperson, and when so acting shall have all powers of, and be subject to, all restrictions on the Chairperson.

DUTIES OF RECORDING SECRETARY. A Recording Secretary appointed by the IID External Affairs Office will maintain the book of minutes of all meetings of the CAC. The minutes of the meetings shall include the time and place of the meetings whether it be a regular or special meeting and of the proceedings conducted at said meetings. The minutes shall be submitted to the CAC for approval.

DUTIES OF FACILITATOR. The CAC facilitator shall be responsible for ensuring smooth operation of the CAC, in accordance with Board Resolution 17-98. He shall also be responsible for the timely submission of the CAC's findings and recommendations to the Board.

Miscellaneous Provisions

AGENDA PREPARATION. The Chairperson, with advice of the CAC members, will prepare and coordinate the agenda with the facilitator so that appropriate notice can be given to members of the CAC, support staff, the media, interested parties and to others as required by law.

STUDY GROUPS. The CAC may designate two or more of its members to act as a study group, to investigate and report on such matters as the CAC deems appropriate. No act of any such study group shall be valid unless approved by a vote of the CAC itself.

OPERATING YEAR. For purposes of organization, all terms of elected officers shall be for 12 months and will begin on September 9th and end on September 8th.

COMPENSATION. Members shall receive no compensation, salary, or other stipend for their service as members.

COMMUNITY ADVISORY COMMISSION MEMBERS

Ike Adams
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John Anderson
I.C. Office of Education
El Centro, CA 92243

Bill Condit
El Centro, CA 92243

Don Cox
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