

Water Rate Citizen Advisory Committee (WRCAC)

Rules and Procedures

Meeting Location, Time and Dates

The Water Rate Citizen Advisory Committee meetings will be held at the Ventura Water maintenance yard facility assembly room located at 336 Sanjon Road, Ventura commencing at 6:00p.m. on September 11th, October 23rd, and November 13th, and on dates as the Committee may request SPECIAL MEETINGS, public notice shall be given as appropriate.

If by reason, the Chair may elect to meet at another location within the City and shall give public notice of the change in location.

If a scheduled meeting is canceled, public notice shall be given.

Action Agenda

The action agenda must be posted at least 72 hours in advance of a regular meeting and 24 hours before a special meeting (in accordance with the Ralph M. Brown Act).

The Committee may not take action on any item that did not appear on the posted Committee agenda 72 hours prior to the Committee meeting or 24 hours before a special Committee meeting.

Order of Business

The business of the Committee at its meetings will generally be conducted in accordance with the following order of business unless otherwise specified.

ROLL CALL

AGENDA ITEMS

PUBLIC COMMUNICATIONS

ADJOURNMENT (Standard adjournment: The Committee established 9:00p.m. as the hour of adjournment and not continue beyond 9:00p.m. without a majority vote of the Committee).

Speaker Cards

Persons wishing to address the Committee on an agenda item are requested to fill out a speaker card and submit it to the Recording Secretary.

When called upon, speaker is asked to please state their name and address for the record, and if speaking for an organization or other group, to identify the organization or group represented.

The Chair has been delegated the responsibility to control the debate and the order of speakers. Speakers will generally be called upon in the order in which the speaker card is received.

A single communication comment on any agenda item may be no longer than 5 minutes with a cumulative total of 5 minutes for all agenda items per person.

Comment Cards

Members of the public, who do not orally address the Committee during a meeting, may complete a comment card and submit it to the Recording Secretary.

During the public testimony of the item, the Chair will indicate that the Committee has received comment cards from (name of person) in support of the issue and comment cards from (name of person) in opposition of the issue.

Action Minutes

Action minutes will be kept of all Committee meetings that are open to the public. Action minutes will include the final motions with votes.

The minutes will also reflect the names of public speakers and receipt of comment cards in opposition and support of an item.

Committee and staff discussion and comments will not normally be included in the minutes. If a Committee member or staff desires for a comment to be included in the minutes, it is his or her responsibility to indicate that the statement is **“for the record”** before making the comment.

Such minutes will be taken by the recording secretary and will generally be submitted to the Committee within two weeks for approval, and will be made available to the general public for review.