SAFE CLEAN WATER PROGRAM

Committee Rules of Conduct

November 2026



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Attachments:

- Attachment A – Chair, Vice-Chair, and/or Co-Chair Expectations Acknowledgement

Committee Rules of Conduct

The Safe, Clean Water (SCW) Program has prepared the following rules of conduct for use during committee meetings, adapted from Robert's Rules of Order. The purpose of these rules for conduct at meetings is to allow every committee member to be heard and to enable the committee to make informed decisions in an orderly and efficient manner.

1 Key Terms

- **Abstention:** An abstention is not counted as a vote.
- **Conflict of Interest:** If a member has direct personal financial interest in the subject of a motion under consideration, the member should not participate in discussion/debate or voting in regard to that motion. Refer to Conflict of Interest Guidance on the SCW website.
- **Majority:** More than half of the votes cast.
- **Quorum:** A quorum shall consist of a simple majority of the non-vacant primary member seats (or their alternates) provided at least one member from each of the categories of members (Municipalities, Agencies, and Community Stakeholders) are in attendance.
- **Tie-Breaking Vote:** For Watershed Area Steering Committees, if a tie exists on any item of business, the Agency member from the District will cast the tie breaking vote.

2 Typical Types of Motions

- **Main Motion:** The purpose of a main motion is to introduce items to the committee for its consideration. A main motion should not be made when any other motion is on the floor.
- **"Friendly" Amendment:** Before the motion under consideration is stated by the Chair, members may suggest modifications to the motion; the mover can modify, or even withdraw the motion without consent of the seconder; if the mover modifies the motion, the seconder can withdraw the second.
- **Amendment / Substitute Motion:** Once the motion has been seconded and restated by the Chair, it cannot be modified except by an amendment or substitute motion that is adopted by vote of the committee. If an amendment or substitute motion is adopted by the committee, the amendment or substitute motion shall thereafter be the motion under consideration by the committee.

Otherwise, the previous motion still stands and shall be the motion under consideration by the committee. In cases where there are multiple amendments or substitute motions proposed to the motion under consideration, the amendments or substitute motions should be discussed and voted upon in the order in which they were stated by the Chair.

3 Typical Meeting Agenda

- **Welcome & Attendee Instructions**
  - Roll Call
  - Agenda Review & Meeting Purpose
- **Ex Parte Communication Disclosures**
  - Ex parte communication as it relates to the SCW Program refers to any communication between any person and any Watershed Area Steering Committee (WASC), Regional Oversight Committee (ROC), or Scoring Committee (SC) member(s) and/or alternate(s) regarding any matter pending before the member's committee for a decision that takes place outside of an official meeting of the committee.
  - This may include meetings, phone calls, or other communications initiated or received for the purpose of providing information about a Feasibility Study, project concept, or a scientific study that has been submitted to the SCW Program for consideration for inclusion in a Stormwater Investment Plan (SIP).
  - The SCW Program strives to maintain equity, fairness, and transparency throughout the selection of the Projects and Programs to receive SCW Program funds. Ex parte communications can impair transparency and public/stakeholder confidence in SCW Program decision-making. Accordingly, the District discourages committee members/alternates from engaging in ex parte communications.
  - If a committee member or alternate has an ex parte communication, the committee member or alternate shall disclose the ex parte communication and information received during the communication at the next committee meeting, and all interested persons shall be given the opportunity to supplement, rebut or otherwise comment on that information.
- **Approval of Meeting Minutes**
  - Approved by a motion, second, and vote.
- **Public Comment**
  - General public comment for non-agendized items.
  - Public comment on agendized Discussion/Action Items.

    - The Chair may reopen public comment on a specific item if substantial new information or a material change is introduced during discussion.

- **Committee Member & Program Administration Updates**
- **Watershed Coordinator Update (*if applicable*)**
- **Information Items (*if applicable*)**
    - Staff/Applicant/Developer presentations or reports.
    - Followed by questions and clarification from the committee.
- **Discussion / Action Items**
    - **Motion:** A member (mover) may raise a hand to signal the Chair and, after being recognized by the Chair, may make the motion.
    - **Second:** Another member seconds the motion (seconder).
        - If there is no second to the motion, the motion does not proceed.
    - **State the Motion:** The chairperson restates the motion for clarity and record.
    - **Discussion**: The committee discussed the motion.
        - The mover is typically recognized first.
        - Members are generally expected to speak once before speaking again, to support balanced participation.
    - **Public Comment (Optional):** The Chair may reopen public comment on a specific item if substantial new information or a material change is introduced during discussion.
    - **Vote:** The Chair restates the motion and calls for a vote.
        - **Roll Call Voting (*virtual or hybrid meetings*):** Each member votes “yes” or “no” as their name is called.
        - **In-Person Voting:** Votes may be taken by voice, show of hands, or roll call at the Chair’s discretion.
    - **Announce the vote:** The Chair announces the outcome of the vote.
- **Items for Next Agenda**
    - Members may suggest future agenda items for consideration.
- **Meeting Adjourned**

Meeting structure may be adjusted by Public Works staff and the Chair as needed to ensure compliance with applicable laws, guidelines, and effective meeting conduct.

4 Video Conference Etiquette

- All members to identify themselves before speaking (name and agency/affiliation, if appropriate).
- If connecting by video and/or audio in compliance with the Brown Act:

- Ensure backgrounds and attire are professional and appropriate, and that background noise is minimal.
- Mute your audio whenever you are not speaking.
- Use the raised hand feature or message in the chat to indicate the desire to speak.
- Do not respond or interject without first being called upon by Chair or Public Works staff.

5 Expectations of Chair, Vice-Chair, and/or Co-Chair

The committees of the SCW Regional Program – Watershed Area Steering Committees (WASC), Regional Oversight Committee (ROC), and Scoring Committee (SC) – shall annually elect up to two representatives to serve as Chair and/or Vice-Chair, or Co-Chairs (Chair) from among its active voting members. The duties, roles, and responsibilities of the Chair are outlined herein.

If selected, the Vice-Chair shall support the Chair with their responsibilities and act on their behalf in case of an absence of the Chair. For Co-Chairs, their responsibilities are co-equal and shall act on the others' behalf in the case of an absence.

If a Chair, Vice-Chair, or Co-Chair is unable to complete their term, the Committee may select a replacement from among its members during a committee meeting under the appropriate agendized item, in accordance with applicable Operating Guidelines.

5.1 Representation of the Committee

The Chair shall represent the consensus decisions, results, and views of the committee to the overseeing authority should clarification be sought by the overseeing committee or board.

- The Chair of the Scoring Committee will represent the matters of the Scoring Committee to the nine Watershed Area Steering Committees.
- The Chair of the Watershed Area Steering Committees will represent the matters of their respective Watershed Area Steering Committee to the Regional Oversight Committee.
- The Chair of the Regional Oversight Committee will represent the matters of the Regional Oversight Committee to the Los Angeles County Board of Supervisors.

5.2 Facilitation of the Committee and Meetings

With support from Public Works staff, the Chair or Co-Chairs shall lead and facilitate committee meetings in a fair, efficient, and professional manner. Expectations include, but are not limited to:

- **Coordinating meeting logistics**, including meeting dates, times, and locations and coordinating with Public Works staff, Vice Chair, or Co-Chairs to ensure coverage when unavailable.
- **Ensuring meetings complying with applicable requirements,** including the Operating Guidelines, Brown Act requirements, and other guidelines established by Public Works.
- **Working with Public Works staff to develop meeting agendas**, recognizing that Public Works retains final authority over agenda content and prioritization to ensure alignment with the Stormwater Investment Plan (SIP) Board-approval timeline, Program guidelines, and required delivery milestones.
- **Preparing for meetings and coordinating with Public Works staff**, including reviewing meeting materials in advance and participating in pre-meetings or other coordination meetings, as needed, to raise questions, identify concerns, and resolve procedural or logistical matters before committee meetings.
- **Following procedural, agenda, and administrative guidance provided by Public Works staff** during committee meetings to support efficient, consistent, and compliant meeting conduct. Concerns regarding staff guidance or procedural matters should be addressed through appropriate coordination with Public Works staff outside of committee meetings in order to maintain focus on agendized items and ensure efficient use of meeting time.
- **Presiding over meetings and maintaining order and decorum**, ensuring discussions are focused, productive, respectful, professional.
- **Facilitating fair, impartial, and productive deliberations**, including ensuring members have a reasonable opportunity to participate, encouraging balanced discussion, keeping deliberations focused on agendized items, managing conflicts objectively without imposing personal biases, and discouraging members from using their position to advocate for their own Projects, Concepts, or Studies.
- **Supporting the committee in fulfilling its duties and responsibilities**, including helping ensure sufficient time to address agenda items, that committee actions and requests remain within the committee's authority and

are clearly communicated for implementation, and that meeting conduct complies with applicable laws, committee rules, and adopted guidelines. Procedural questions regarding committee authority or meeting requirements should be referred to Public Works staff or Counsel, as appropriate.

As SCW Program administrators, Public Works staff may provide procedural direction, redirect discussion or adjourn, recess, or continue a meeting when necessary to maintain compliance with applicable laws, adopted guidelines, or orderly conduct.

6 Expectations of Committee Members

The duties, roles, and responsibilities of the Committee Members are outlined below. Expectations include, but are not limited to:

- **Understanding and complying with applicable requirements**, including the Operating Guidelines, Brown Act requirements, and other guidelines established by Public Works, and remaining current on Form 700 Statement of Economic Interest filing requirements.
- **Responding to Public Works staff in a timely manner**, including meeting attendance surveys and other requests for information, and promptly notifying Public Works staff if running late or unable to attend a scheduled meeting. When applicable, coordinate with the designated Alternate to ensure appropriate coverage.
- **Preparing for and regularly attending meetings**, including reviewing meeting materials in advance and being prepared to participate in discussions on scheduled agenda items to support the committee in fulfilling its duties and responsibilities.
- **Following procedural, agenda, and administrative guidance provided by Public Works staff** during committee meetings to support efficient, consistent, and compliant meeting conduct. Concerns regarding staff guidance or procedural matters should be addressed through appropriate coordination with Public Works staff outside of committee meetings in order to maintain focus on agendized items and ensure efficient use of meeting time.
- **Participating constructively in committee deliberations**, ensuring discussions are focused, productive, respectful, professional.
- **Supporting fair, impartial, and productive deliberations**, including allowing all members have a reasonable opportunity to participate, encouraging balanced discussion, keeping deliberations focused on agendized items, and

avoiding use of one's position to advocate for one's own Projects, Concepts, or Studies.

- **Fulfilling the duties and responsibilities of the committee** in compliance with applicable laws, committee rules, and adopted guidelines. Procedural questions regarding committee authority or meeting requirements should be referred to Public Works staff or Counsel, as appropriate.

As SCW Program administrators, Public Works staff may provide procedural direction, redirect discussion, or adjourn, recess, or continue a meeting when necessary to maintain compliance with applicable laws, adopted guidelines, or orderly conduct.

7 References

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT CODE CHAPTER 16

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT CODE CHAPTER 18

WATERSHED AREA STEERING COMMITTEE OPERATING GUIDELINES

REGIONAL OVERSIGHT COMMITTEE OPERATING GUIDELINES

SCORING COMMITTEE OPERATING GUIDELINES

Attachment A

Chair, Vice-Chair, and/or Co-Chair Expectations Acknowledgement

By signing below, I confirm that I have reviewed and understand the SCWP Expectations for the Chair, Vice-Chair, and/or Co-Chair. I agree to comply with these expectations in my role as _____ [Chair, Vice-Chair, Co-Chair] of the _____ Committee.

_____ _____

Name Date

_____

Signature