



# County of Santa Cruz

## Water Advisory Commission

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<https://www.scceh.org/>

### Rules of Order for the Drought Response Working Group

These Rules of Order establish a framework for the conduct of meetings and the process undertaken by the Santa Cruz County Drought Response Working Group (DRWG).

**Role of the DRWG:** The DRWG is a subcommittee of the existing Santa Cruz County Water Advisory Commission (WAC). The role of the DRWG is to make recommendations to the WAC to support successful implementation of SB 552. The WAC advises and makes recommendations to the Santa Cruz County Board of Supervisors on all matters relating to water policy. The WAC will serve as a standing County task force that facilitates drought and water shortage preparedness for state small water systems and domestic wells within the County's jurisdiction, as required by SB 552.

The DRWG will participate in the early planning phase of implementation of SB 552. DRWG members will participate in four (4) meetings during the spring and summer months of 2022. The DRWG meetings will follow Brown Act rules to ensure transparency. The general structure of the DRWG meetings will be as follows:

- a. Receive information from County staff and other presenters as appropriate;
- b. Address questions and comments from DRWG members and members of the public, and engage in constructive discussion;
- c. Identify priorities and/or recommendations for the WAC; and
- d. When appropriate, conduct a poll of DRWG members to indicate support/opposition for recommendations to be presented to the WAC.

If deemed necessary by the Chair and staff, Rosenberg's Rules of Order will be followed to provide additional structure to support meeting effectiveness.

**Chair of the DRWG:** Paul Lego will voluntarily serve as Chair of the DRWG. The role of the Chair is to facilitate the structure of the meeting, help ensure that all meeting participants have opportunity to share comments and ask questions, and help ensure an atmosphere of respect and courtesy. When necessary, the Chair will help to focus discussions to identify key outcomes or recommendations from the DRWG.

**Meeting Facilitator:** A facilitator will facilitate each meeting to help ensure that everyone has ample opportunity to speak and be heard, to facilitate discussions, and to help identify and clarify key outcomes of the discussions.

**Time limit for comments:** During discussions, comments from meeting participants, including members of the DRWG, members of the public, and staff, will be limited to three (3) minutes to allow everyone ample opportunity to speak. Implementation of the 3-minute limit is at the discretion of the Chair and meeting facilitator.

**Meeting summaries:** Summaries of discussions and key outcomes identified during DRWG meetings will be recorded by a note-taker. DRWG members will have opportunity to review meeting summaries and request edits. Meeting summaries will be made accessible to the public.

With help from staff, DRWG recommendations will be formulated and presented to the WAC. In addition, the WAC will also be provided with the number of DRWG members that voted to support/not support each recommendation.