

# BOARD STANDING RULES AND POLICY GUIDE

## Strategic Initiatives

### Board of Public Utilities

April 14, 2025

RiversideCA.gov

1

## BACKGROUND

City Charter, Article VIII, Section 804 states: **“Each board or commission may prescribe its own rules and regulations which shall be consistent with the Charter and copies of which shall be kept on file in the Office of the City Clerk where they shall be available for public inspection.”**

### Standing Rules

Establishes the “rules” that the Board will follow – including its roles and responsibilities, meeting conduct, elections and advocacy

1. Last updated on March 10, 2025



### Board Policy Guide

Establishes “policies” related to the Board’s interaction with the business functions of RPU, goals, communications, education and more.

1. Last updated in July 2017
2. Incorporates the Standing Rules
3. Should be updated every 2 years

2

RiversideCA.gov

2

## BOARD STANDING RULES



1. Powers, Duties and Functions

2. Members



3. Term of Office

4. Compensation; Vacancies

5. Officers



6. Meetings

7. Conduct of Meetings



8. Committees

9. Appointment to Committees of Outside Organizations



10. Report to the City

11. Amendment of Standing Rules



12. Advocacy



3

RiversideCA.gov

3

## BOARD POLICY GUIDE

1. Comprised of three policy sections and 17 policies
  - a. Utility Business Policies
  - b. Board Specific Policies
  - c. Customer Relations / Finance
2. Establishes broader policies than the Standing Rules and covers more topics
3. Incorporates RPU's and the Boards Mission, Vision, and Core Values

### Board Policy Guide & Resources

#### Board Policy Guide

Riverside Public Utilities (RPU) exists to build value for its citizen owners by providing electric and water services in a safe, reliable and competitive manner.

[Policy Guide](#)



#### Board Resources

See our list of Board resources.

[Real Property Financial Management Policy](#)

[RPU Fiscal Policies](#)

[RPU NERC Internal Compliance Program](#)

[RPU Property Inventory with Classification](#)

[Policy Principles Water Portfolio Management](#)

[Policy Standing Rules](#)



4

RiversideCA.gov

4

## POLICY GUIDE

### A. Utility Business Policies – Utility-wide policies

1. Standing Rules
  - a. Includes reference to the Board Standing Rules
2. Mission Statement
  - a. Includes reference to the RPU Mission, Vision, Core Values, and RPU Strategic Plan
  - b. When last adopted, this included Utility 2.0
3. Annual Goal Setting Process
4. Performance Measure Evaluation
5. Property Ownership
  - a. Includes reference to the RPU Real Property Financial Management Policy



5

RiversideCA.gov

5

## POLICY GUIDE

### B. Board Specific Policies – apply specifically to the Board and provide additional guidance to the Standing Rules

1. Role of the Chair for Public Meetings
2. Board Committee Structure
3. Communication and Support of Board
4. Board Training/Education Policy

### C. Customer Relations / Finance

1. Board Interaction with the General Manager and Staff
2. Pricing of Products and Services



6

RiversideCA.gov

6

## RECOMMENDATIONS TO FACILITATE REVIEW

### 1. Discussion on the Rules and policies in the Guide should occur throughout the year

- a. It may be appropriate to discuss a Board Policy in conjunction with its related policy documents (e.g. the RPU Fiscal Policy)

### 2. Identify and prioritize topics for discussion throughout the year

- a. Topics that are identified as priority topics by the Board, can be discussed earlier in the year
- b. Recent topics identified by the Board or staff:
  - a. Process for the election of the officers
  - b. Board committees and ad hoc committees
  - c. Order of discussion of items under the Conduct of Meetings



7

RiversideCA.gov

7

## FORMATION OF AN AD HOC COMMITTEE

### 1. Can be formed to handle complex tasks that cannot be accomplished during a single meeting of the Board

- a. Will not be subject to the Brown Act meeting notification requirements

### 2. Must serve the limited or single purpose

- a. Reviewing and recommending amendments to the Rules and Guide to the full Board

### 3. Cannot be perpetual and will be dissolved after the work is completed

- a. Will conclude their work within 1 year of their first meeting

### 4. Cannot comprise a quorum of the Board - The Board Chair may appoint:

- a. A chairperson for the Committee
- b. Minimum of 3 (including the chairperson) / up to 4 members of the Board



RiversideCA.gov

8




9

## RECOMMENDATIONS

That the Board of Public Utilities:

1. Receive a presentation on the Board of Public Utilities Standing Rules and Policy Guide;
2. Prioritize the topics they would like to address over the next year; and
3. Form an ad hoc committee comprised of three Board members appointed by the Board Chair to review and recommend amendments to the Board Standing Rules and Board Policy Guide for the term of 12 months.



RiversideCA.gov

10