

# BOARD STANDING RULES AND POLICY GUIDE TOP PRIORITIES AND REVIEW PROCESS

## Strategic Initiatives

### Board of Public Utilities

June 9, 2025

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## 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

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## BACKGROUND

At the April 14, 2025 meeting, the Board of Public Utilities received a presentation providing an overview of the Board's Standing Rules and Policy Guide. After discussion, the Board:

1. Received and ordered filed a presentation on the Board of Public Utilities Standing Rules and Policy Guide;
2. Requested staff to survey the Board of Public Utilities Members to prioritize top 3 items from the Board Standing Rules, top 5 items from the Board Policy Guide, and include any additional policy they would like to discuss; and
3. Requested staff present the priorities at a future Board of Public Utilities meeting.



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## BOARD STANDING RULES – TOP PRIORITIES

Count	Sect #	Section Title
4	1	<b>Powers, Duties and Functions</b>
4	7	<b>Conduct of Meetings</b>
3	9	<b>Appointment to Committees of Outside Organizations</b>
3	12	<b>Advocacy</b>
2	11	Amendment of Standing Rules
1	8	Committees
1	10	Report to the City
0	2	Members
0	3	Term of Office
0	4	Compensation; Vacancies
0	5	Officers
0	6	Meetings



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## BOARD POLICY GUIDE – TOP PRIORITIES

Comprised of three policy sections and 17 policies

- A. Utility Business Policies
- B. Board Specific Policies
- C. Customer Relations / Finance

Count	Sect./#	Policy Title
4	B-1	Role of the Chair for Public Meetings
4	A-3	Annual Goal Setting Process
3	C-2	Pricing of Products and Services
3	A-4	Performance Measure Evaluation
3	B-4	Board Training/Education Policy
3	A-11	Fiscal Policies (Fiscal Policies)



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## BOARD POLICY GUIDE

Count	Sect./#	Policy Title
2	B-2	Board Committee Structure
2	B-2	Communication and Support of Board
2	A-10	Customer Care
1	A-1	Standing Rules (Standing Rules)
1	A-2	Mission Statement (Mission, Vision, Core Values, & Strategic Plan)
1	A-6	Energy Delivery System
1	A-9	Water Resources: Rights, Protection & Development (Water Portfolio Management Policy)
0	C-2	Board Interaction with the General Manager and Staff
0	A-5	Property Ownership (Real Property Financial Mngmt. Policy)
0	A-7	Water Delivery System
0	A-8	Electric Resources: Maintain Obligation to Serve Customers



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## ADDITIONAL ITEMS REQUESTED

### A. Comments to include in review of Board Policy Guide, Policy B-1 (requested by 1 member)

1. Increase public input allowed during Ad Hoc Committees when no action is being taken
2. Expand public comment during workshops since they are learning sessions. Include two opportunities for public input.
3. Request that the Chair facilitate timely response for Board member requested future Agenda items, including expected presentation date

### B. Customer Engagement Policy/Program (requested by 3 members)



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## 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
  - b. Can include public input and members of the public can be invited to attend
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 appoints:
  - a. A chairperson for the Committee
  - b. Minimum of 3 (including the chairperson)



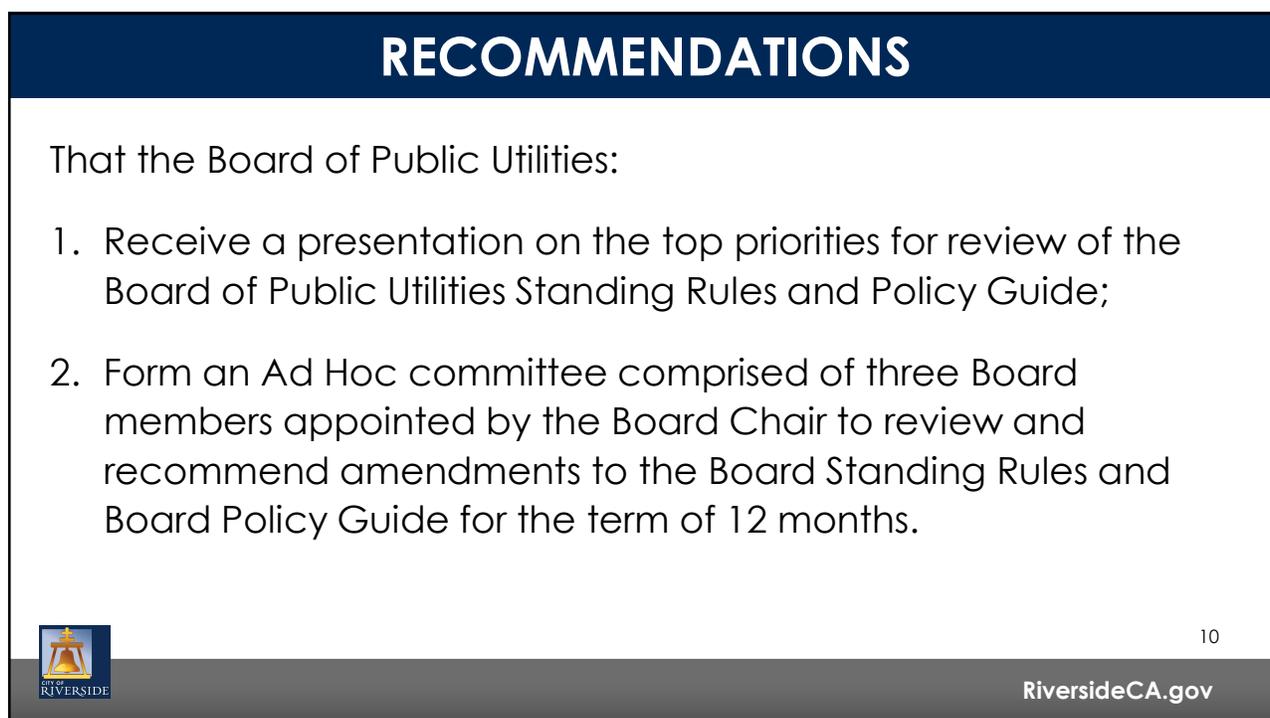
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