



BOARD STANDING RULES AND POLICY GUIDE ADOPTION

Strategic Initiatives

Board of Public Utilities

June 22, 2026

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BACKGROUND

1. The City Manager's office requests each Board and Commission to develop an Annual Workplan in alignment with the City Charter
2. January 13, 2024, workshop conducted, identifying five (5) action items
3. Action item 1 provided review of the Board Standing Rules and Policy Guide
4. Charter Section 804, the Board maintains the Standing Rules and Policy Guide. Board and Staff conducted a one (1) review incorporating necessary updates and recommendations
5. Redline version prepared reflecting technical corrections, clarification of procedures and alignment with City Charter



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BOARD STANDING RULES UPDATES

- **Section 1: Powers, Duties and Functions**
 1. Clarifies the Board's authority under Charter Section 102
 2. Language updated to be consistent with the City Charter
- **Sections 2, 3 and 4: Members, Term of Office and Compensation; Vacancies**
 1. Corrects references to Charter sections and qualified elector requirements
 2. Clarifies vacancy procedures, unexcused absence rules and Chair responsibilities for notifying the Clerk



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BOARD STANDING RULES UPDATES

- **Section 5: Officers and Elections**
 1. Corrects references to Charter sections and qualified elector requirements
 2. Updates process for nominations, tie-breaking and appointment to ad hoc committees
- **Section 6 and 7: Meetings and Conduct of Meetings**
 1. Updates the description of regular and special meetings
 2. Refines public hearing order, oral communication procedures, public testimony time limits, and Board discretion



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BOARD STANDING RULES UPDATES

- **Sections 8, 9 and 10: Committees, Appointments to Outside Organizations, and Reporting to the City**
 1. No changes were made to these sections
- **Section 11: Amendment of Standing Rules**
 1. Clarified legal requirements for the Standing Rules' consistency with City and State rules and laws
- **Section 12: Advocacy**
 1. Added language from the City Charter regarding advocacy



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POLICY B-1, BOARD SPECIFIC POLICIES

- **All Board Policies**
 1. Updated to correct errors and/or to ensure consistency with the Charter, Municipal Code, and Board Standing Rules
- **Board Policy B-1: Role of the Board Chair** (specific updates requested by Board)
 1. Collaborates with Management to ensure items requested by Board Members for future meeting discussion are scheduled for discussion in a timely basis
 2. Ensures Management provides the Board with a list of "Items for Future Discussion" that includes a projected date for discussion



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RECOMMENDATIONS

That the Board of Public Utilities adopt the updated Standing Rules and Policy Guide incorporating clarifications, corrections, and amendments in the attached redline versions of each document.



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