



RIVERSIDE PUBLIC UTILITIES

Board Policy

Title: **Role of the Chair for Public Meetings** Date Last Approved: January 2026
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Category: **Board Specific Policies** Date of Next Review: January 2028
December 2018

~~Review Committee: Customer Relations/Finance~~ Policy No: **B-1**

Standing Rule 5 B (attached to Policy A-1) outlines the role of the Chair of the Riverside Public Utilities Board. This board policy provides additional detail.

The Chair assures the integrity of the Board's public meeting process.

Accordingly, the Chair shall perform his or her role such that:

1. The Board conducts business consistent with its own rules and those legitimately imposed upon it from outside the organization. The Chair will recognize absences by Board members for inclusion in the minutes and initiate discussions when Board absences impact the ability of the Board to hear adequate opinions and conduct business.
2. The content of the Board meeting discussions is limited to those issues on the agenda which are within the Board's subject matter jurisdiction.
3. Board meeting deliberations will be fair, open, and thorough, but also timely, orderly, and kept to the point. Public comment should be kept on track and within appropriate time constraints.
4. Each board member has a right to voice his or her opinion about each issue. The Chair has an obligation to call for closure to each topic when adequate time to address concerns has been provided.
5. Collaborates with Management to ensure items requested by Board Members for future meeting discussion are scheduled for discussion in a timely basis.
- 4.6. Ensures Management provides the Board with a list of "Items for Future Discussion" that includes a projected date for discussion.