



BOARD OF DIRECTORS

Agenda Report

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**File #:** 2021-1453

**Agenda Date:** 1/27/2021

**Agenda Item No:** 8.

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**FROM:** James D. Herberg, General Manager

**SUBJECT:**

**UPDATE TO THE ESTABLISHED RULES OF PROCEDURE FOR THE CONDUCT OF BUSINESS OF THE ORANGE COUNTY SANITATION DISTRICT**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION:

- A. Adopt Resolution No. OC SAN 21-01 entitled, "A Resolution of the Board of Directors of the Orange County Sanitation District establishing Rules of Procedure for the Conduct of Business of the Orange County Sanitation District; and repealing Resolution No. OCSD 19-19"; and
- B. Adopt Resolution No. OC SAN 21-02 entitled, "A Resolution of the Board of Directors of the Orange County Sanitation District establishing Board of Directors Protocols".

**BACKGROUND**

The Rules of Procedure are being updated to include changes to the delivery of agenda materials, updated decorum language, and minor clerical revisions.

At the request of the Orange County Sanitation District (Sanitation District) Board Chairman, the proposed Board of Directors protocols were designed to assist the Board of Directors, staff, and others by memorializing existing policies, successful procedures, and best practices for the conduct of business. The protocols are intended to be an instructive source of guidance so that accepted practices are identified and documented.

The protocols are intended to be consistent with all legal requirements applicable to the conduct of Sanitation District business. In the instance of any conflict with State or Federal law, or with the Sanitation District Ordinances, such State, Federal or Sanitation District Ordinance will take precedence.

It is expected that the Board of Directors will renew these protocols periodically, in order to consider appropriate additions, deletions, and/or amendments.

**RELEVANT STANDARDS**

- California Government Code Section 54950 et seq.
- Comply with transparency and communication requirements, including the Brown Act

**PRIOR COMMITTEE/BOARD ACTIONS**

November 2019 - Adopted Resolution No. OCSD 19-19 entitled, "A Resolution of the Board of Directors of Orange County Sanitation District establishing Rules of Procedure for the Conduct of Business of the District; and repealing Resolution No. OCSD 18-12".

**ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

- Resolution No. OC SAN 21-01 Rules of Procedure (Redline)
- Resolution No. OC SAN 21-01 Rules of Procedure (Clean)
- Resolution No. OC SAN 21-02 Protocols (NEW)