

**SACRAMENTO METROPOLITAN
AIR QUALITY MANAGEMENT DISTRICT**

For Agenda of: March 24, 2005

To: Board of Directors
Sacramento Metropolitan Air Quality Management District

From: Katherine Pittard Larry Greene
District Counsel Air Pollution Control Officer

Subject: **Rules of Procedure Update**

Recommendations:

District Counsel recommends that the Board update the District rules of Procedure as follows:

- ✓ Page 1, Rule 2 (e) - Clerk means the "*Executive Secretary*" should be changed to "*Executive Assistant*."
- ✓ Page 2, Rule 5 - The Clerk "*shall*" cancel any meeting for which a quorum is not expected to or does not appear should be changed to "*may*". Add the following sentence: "*If the Clerk does not cancel the meeting, the attending members may meet as a committee, but may not take action on any items*".
- ✓ Page 3, Rule 9 - Delete "*for each Board to which these rules apply*".
- ✓ Page 3, Rule 10 - Insert "*may be asked to*" give his or her name and address to the Clerk. Add the following sentence: "*Persons may address the Board without stating their name and address*".
- ✓ Page 5, Rule 15 - Change to read: "*Except for actions requiring an approval by more than a simple majority vote, all actions of the Board shall be taken by either:*
 - (a) *A concurring majority vote of not less than a majority of the votes on the Board, if all members are present; or*
 - (b) *A majority of the quorum present, if all members are not present.*
 - (c) *Current (b) should be changed to (c).*

SMAQMD Board of Directors
March 24, 2005
Page 2

- ✓ Page 5, Rule 18 (a) - Matters to be placed on the agenda for a regular Thursday meeting shall be filed in the office of the Clerk with all supporting and other materials "*no later than 5:00 pm on the next preceding Thursday*" should be changed to read "*no later than 5:00 pm at least 10 days preceding the Board date.*"

- ✓ Page 8, Rule 24 - the regular meetings of the Board shall be held the "*first Thursday*" of each month provided said days are not on County or City holidays, should be changed to read the "*fourth Thursday*" of each month. All regular meetings shall commence at "*5:30 p.m.*" should be changed to read "*shall commence at a time set by the Board.*"

Background:

On September 14, 1994, Resolution No. AQM 94-0001 established procedures for the governing body of the Sacramento Metropolitan Air Quality Management District. On October 11, 1996, the Board updated the Rules of Procedure for District Board meetings.

While discussing whether to expand to a 14-member Board, the Board expressed an interest in revising its Rules of Procedure to allow action to be taken by a majority of a quorum when less than the full Board is present.

These amendments also include minor revisions to bring the procedures into line with changed practices.

Respectfully submitted,

Katherine Pittard
District Counsel

Larry Greene
Air Pollution Control Officer

Attachments
cc: SMAQMD Clerk of the Board