

## Attachment 5

### **CHARGE TO THE MPWMD RULES AND REGULATIONS REVIEW COMMITTEE**

*As adopted by the Board of Directors on December 12, 2005*

1. Primary Function

The Rules and Regulations Committee provides feedback and guidance to staff, and recommendations to the District Board of Directors, on policy matters related to the Rules and Regulations of the District on subjects typically not covered by other Board committees.

2. Process

The Rules and Regulations Committee meets as needed to review and consider proposed policy changes related to the District's Rules and Regulations. All Rules and Regulations Committee meetings ordinarily are noticed and open to the public by Board policy; however this committee is not considered a "legislative body" as defined by the Ralph M. Brown Act.

3. Composition and Structure

- a) The Rules and Regulations Committee is comprised of three Board members with at least one alternate. The members of the Rules and Regulations Committee and its chair shall be appointed by the Board Chair and approved by the Board.
- b) A quorum of two (2) Rules and Regulations Committee members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those Rules and Regulations Committee members present.
- c) The General Manager or other designated staff member(s) shall provide support as appropriate.

4. Responsibilities of the Committee

- a) To meet as required on the call of the committee chair, a majority of committee members, Board of Directors or by the General Manager.
- b) To provide advice to MPWMD staff and recommendations to the Board of Directors on policy matters related to District's Rules and Regulations not assigned to other Board committees.
- c) To undertake other tasks as designated by a majority of the Board or the District Board Chair.