

Attachment 5

CHARGE TO THE MPWMD PUBLIC OUTREACH COMMITTEE

As adopted by the MPWMD Board on June 20, 2022

1. **Primary Function**

The Public Outreach Committee (POC) is an MPWMD Board committee that provides recommendations to the District Board on issues related to communicating the District's mission, activities and current actions to the public. The POC should review the content of District material slated for extensive distribution, specifically the Annual Report or other such documents. Specific conservation and materials associated with the Water Demand Division are not part of this unless requested by the Board or Water Demand Committee.

2. **Process**

The POC meets as needed to review and provide guidance related to the District's public outreach efforts and informational forums including development of public outreach materials. All POC meetings are noticed and open to the public by Board policy; however, this committee is not considered to be a "legislative body" as defined by the Ralph M. Brown Act.

3. **Composition and Structure**

- a) The POC is comprised of three Board members with at least one alternate. Members of the POC and its chair shall be appointed by the Board Chair and approved by the Board.
- b) A quorum of two (2) POC members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those POC 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 District Board of Directors and on matters related to MPWMD public outreach efforts and informational forums not assigned to other Board committees.
- c) To undertake other tasks consistent with the Public Outreach Committee mission or charge.