



## Costa Mesa Sanitary District

Administrative Policy No. 60.00

Approval Date: December 15, 2020

SUBJECT: CITIZENS ADVISORY COMMITTEE

PURPOSE: To provide citizen input into policy matters of the District

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### A. Purpose

The purpose of this policy is to establish procedures for creating a Citizens Advisory Committee (CAC) for the Costa Mesa Sanitary District (CMSD) Board of Directors, and to provide committee members with clear and concise operating guidelines to perform their duties.

### II. Background

CAC members provide citizen involvement and a channel of public communication to the Board. CAC members support the District vision and help educate the public about the District's Strategic Plan mission, goals, objectives, accomplishments, activities, programs and issues.

As directed by the Board and supported by Staff, the CAC will study relevant issues, advise on subjects and make recommendations and comments. Typical subjects may include, but are not limited to, strategic goals, public outreach programs, solid waste and wastewater operations, finance, solid waste diversion programs, operations code and policies, and wastewater capital projects.

### III. General Information and Procedures

Except as provided in this policy, the committee shall be guided by the policies set forth in the Citizens Advisory Committee Handbook. In case of any inconsistencies between this policy and the Handbook, the provisions in this policy shall govern the committee.

### IV. Operating Guidelines

#### A. COMPOSITION AND APPOINTMENTS

1. The Citizens Advisory Committee shall consist of (11) eleven citizens residing within CMSD's service area, all of whom shall serve without

compensation. Appointed CAC members must live within CMSD service area.

2. Employees of CMSD are not eligible to serve on the CAC. Interested individuals will complete an application form to be considered for approval by the Board. The Board may interview CAC applicants prior to approving appointments.
3. Appointments will be voted upon and announced publicly at a regular Board of Directors meeting.
4. The term of appointment for each member of the CAC shall be for two years, with each term beginning on April 1. Terms are staggered so that the number of annual term expirations alternate between six (6) and five (5) members. If an opening is filled during the term of an existing appointment, the appointment anniversary date shall be the previous April 1. CAC members may be reappointed after each completed term; however, membership shall be limited to six years of continuous service.

**B. MEMBERSHIP REMOVAL**

1. Members of the CAC are subject to removal at any time by a majority vote of the Board of Directors, or as indicated below.
2. If a member is absent for three meetings, unless excused by the Chair, the Vice Chair shall contact that member and inform the member of this policy. If the member misses a fourth meeting without being excused by the Chair, the member shall be removed through written notification from the Chair.
3. To vacate a position, the committee members shall file a written resignation letter to the Board of Directors.
4. The Board of Directors, at any time, may request the resignation of or terminate membership of any committee member.

**C. CAC OFFICERS**

1. The CAC shall elect members to serve as Chair and Vice Chair, for a two-year term. Election of officers will take place on the CAC's first meeting of every other year. The General Manager shall appoint staff to support the CAC.

D. MEETINGS

1. The CAC shall establish their own regular day and time of meetings and will conduct their meetings in compliance with Roberts' Rules of Order. Meetings will also comply with the Ralph M. Brown Act and will be held at District headquarters, located at 290 Paularino Avenue, Costa Mesa, unless otherwise noted in the meeting agenda.

E. GOALS, OBJECTIVES AND ASSIGNMENTS

1. Each year, the CAC Chair will meet and consult with the Board President and General Manager to determine the District's goals and objectives for the following year and convey those needs to the CAC. The CAC will then develop the goals for the coming year and then forward their recommendations to the Board for final approval. The goals may be modified at any time by the Board.
2. The Board at any time may ask the CAC to undertake specific assignments, appoint Special Committees, or comment on particular issues. CAC recommendations may be referred directly to the Board of Directors.

F. CAC RECOMMENDATIONS AND COMMENTS TO THE BOARD

1. CAC recommendations will be submitted to the Board no later than 30 days after approval, except when the item under consideration is delayed due to unforeseen circumstances. These recommendations will be presented with relevant information, including the recorded votes. CAC meetings will be video recorded and made available for public viewing on the District website. Minutes of the meeting will be scribed by Staff and made available for public viewing on the District website.

G. ACTIONS

1. Six CAC members constitute a quorum. Actions taken by the CAC shall require a simple majority of those present and voting for approval.

H. REPORTS TO THE BOARD

1. As needed, the CAC Chair, or designee, shall report information regarding the CAC and its activities to the Board.