



**PUBLIC UTILITY BOARD POLICY**

<p>Category: <b>Governance Process</b></p> <p>Date of Adoption: <b>January 22, 2020</b></p> <p>Resolution No.: <b>U-11133</b></p> <p>Revision Date:</p>	<p>Title: <b>Order of Business</b></p> <p>Policy Number: <b>GP-8</b></p>
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1. The regular order of business shall be as follows:
  - a. Call to order.
  - b. Roll call
  - c. Approval of minutes of previous meeting.
  - d. Recognition and Awards.
  - e. Comments by the Public.
  - f. Consideration of resolutions and motions on Consent Agenda and adoption thereof.
  - g. Consideration of resolutions and motions and votes thereon.  
At the discretion of the Chair, general guidelines for the process shall be:
    - Motion
    - Staff Presentation
    - Board Questions
    - Public Comment
    - Board comments and follow-up questions
    - Votes
  - h. Unfinished business.
  - i. New business.
  - j. Communications.
  - k. Reports of the Director
    1. Summary of day's study session presentations
    2. Staff reports and updates at the request of the Board or discretion of the Director
  - l. Comments by Members of the Board.
  - m. Adjournment.

2. The Clerk shall prepare the business of each session in regular order, which order shall not be departed from except upon approval of a majority of the Board.
3. The Clerk shall include any proposed resolution or item on the agenda at the request of any member of the Board or the Director of Utilities.
4. In the event that there is no known business to consider or discuss for any business agenda item, the Clerk of the Board is authorized to delete said agenda item so that said agenda item will not appear on the published agenda for that session.