



**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>Meetings</b></p> <p>Policy Number: <b>GP-2</b></p>
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1. The regular meetings of the Board shall be held at 6:30 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month, except when such a meeting date falls on a legal holiday or on the day preceding a legal holiday, in which case the meeting shall be held at a date and time as publicly announced by the Board Chair at the meeting prior to such conflict. There will only be one Board meeting in November and December which will be scheduled and noticed by the Clerk of the Board. All Board regular meetings shall be preceded by a Study Session commencing at 3:00 p.m. on the same day as the regular Board Meeting commences.
2. The time of any regular meeting may be changed by the Board by appropriate motion adopted at the meeting preceding such meeting so changed. In the event unforeseen conditions make a future regular meeting date not feasible because of an anticipated lack of quorum, or in order to better accommodate the public interest, such regular meeting may be rescheduled by the Chair of the Board or the Director of Utilities for either the next regular meeting time and date or for such special meeting time and date as is otherwise authorized by these rules.
3. The Board by majority vote may recess a meeting to a time specified in the motion therefore.
4. All meetings shall be held in the Department of Public Utilities' Administration Building, City of Tacoma, unless another place is specified by public announcement appropriately given.
5. Three members of the Board shall constitute a quorum for the transaction of business. In the absence of a quorum, the members present may adjourn the meeting to a later date.
6. An affirmative vote of not less than three members shall be necessary for the adoption of any main motion or resolution by the Board.

7. Special meetings of the Board shall be called by the Clerk of the Board, at the request of the Chair or any three Board Members, or by the Director of Utilities, by notice in writing of not less than 24 hours to each Board Member and to the local news media as required by RCW 42.30.080 (or as may be amended). Such notice shall state the subject of subjects to be considered, and no other subject shall be considered at such meeting. Notices for special meetings will be posted at least 24 hours in advance.
8. Remote Participation:
  - a. Board Members may attend regular meetings, special meetings, and study sessions remotely. This type of participation is enabled by use of one or more technology tools depending on the location of the meeting.
  - b. Two Board Members per meeting may attend remotely.
  - c. Board Members may attend remotely each type of meeting once per calendar quarter; provided, that this limitation shall not apply when a Board Member is absent for medical reasons.
  - d. Notice of remote attendance should be provided to the Board Clerk no less than twenty-four hours before the scheduled start time for the meeting. The Board Clerk or designee shall immediately advise the presiding officer of the proposed remote participation. If more than two Board Members wish to attend a meeting remotely, the first two Board Members to notify the Board Clerk shall be the ones permitted to attend remotely.
  - e. At any meeting where a Board Member is attending remotely, the Board Clerk or designee will coordinate with the appropriate technical staff to perform setup and testing of the technological tools to be used as necessary. The tool(s) used for this purpose must allow the voice of the Board Member participating remotely to be heard by everyone present in the meeting room, and must allow the Board Member to hear anyone speaking in the meeting room.
9. The Board will endeavor to hold a retreat annually.
10. Staff will strive to have Board agendas and meeting materials posted online for the public the Friday before the regular Board meetings held on the second and fourth Wednesdays of the month.



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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.