

# **Best Practices for the San Geronio Regional Pass Water Alliance**

## **Meeting Ground Rules:**

**Meetings** – Meetings will be held monthly at the Banning City Hall unless the Alliance majority agrees to any changes. Meeting times are 5pm to 6:30pm. Meeting agendas will be posted 72 hours before meetings. All materials distributed to the Task Force members will be posted on the website. Action minutes will be recorded. All meetings will be audibly recorded. The May meeting will be considered the annual business meeting. During this meeting the Alliance will conduct elections and review the memorandum of understanding, budget, and best practices. Any additions, changes, or corrections will be presented during this meeting. Ratification of changes will take place during the June meeting and will be subject to the approval of the governing boards of the signatory entities. Only substantial changes will require the signatures of the participating members.

**Transparency** – Meeting notices, agendas, and minutes will be posted on the Alliance website - [www.passwateralliance.com](http://www.passwateralliance.com). All Task Force meetings are open to the public. All regular meetings of the Alliance in public agency facilities and at times that are generally deemed convenient for maximum public attendance and participation.

**Quorum** – A majority of the Alliance member agencies shall constitute a quorum with a minimum of 7 members present to vote on any Alliance action item.

**Voting** – One vote per participating member that is a signatory to the MOU.

**Alliance members conduct** - Alliance members will conduct themselves with courtesy toward each other, avoiding interruptions and showing respect by listening. Alliance members will not participate in side bar conversations while someone else has the floor. Humor is welcome, but should not be at someone's expense.

**All ideas and points have value** - Alliance members may hear something with which you do not agree. Please remember that the purpose of the Alliance is to share ideas. All ideas have value in this setting. You are not required to defend or promote your perspective, but you are asked to share it. If you believe another approach is better, offer it as a constructive alternative. Be cautious of ascribing motives to others.

**Be comfortable** – Alliance members are welcome to refreshments and/or personal breaks. If other needs arise, please complete them without interrupting the meeting if possible.

**Electronic courtesy** – Most Alliance members have demanding responsibilities outside of this meeting. We ask for everyone's full attention during the meeting. Please turn cell phones, and/or any other communication device to silent or vibrate.

**Honor Time** – In order to meet ambitious Alliance goals, please follow the time guidelines agreed upon by the Alliance. Comments should be limited to agendaized topics. The exception will be if the consensus of the Alliance is to have an item added to the agenda. Alliance members' comments

should be focused, stating the point succinctly within 3 minutes; do not hog the floor. This time does not apply to agendaized formal presentations or reports.

**Amendments** – Any substantive changes to the Alliance MOU are to be ratified by the governing Boards of the respective member agencies of the San Geronio Pass Regional Water Alliance.

**Public participation** – Public comments are permitted at the beginning of each meeting. They are also permitted during the course of the meeting after the members have been heard and as time permits. Public comments are limited to 3 minutes. The public is held to the same afore noted standards as the members of the Alliance.