Steering Committee: Draft Ground Rules

City of Los Angeles Floodplain Management Plan Update

Steering Committee (SC) members will need to discuss and agree to ground rules for the Floodplain Management Plan planning process. The table below outlines general guidance and suggested ground rules for the Steering Committee’s consideration. The Committee membership should discuss and modify these suggestions to establish expectations for all Committee members throughout this planning process. Ground rules should address the following aspects of the Steering Committee’s organization:

- **Purpose**
- **Chairperson and Vice Chairperson**
- **Quorum**
- **Alternates**
- **Decision-making**
- **Recommendations**
- **Staffing**
- **Meeting Dates**
- **Attendance**
- **Public Involvement**
- **Courtesy.**

<table>
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<th>Ground Rule</th>
<th>Suggested or Example Guideline</th>
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<tr>
<td><strong>Purpose</strong></td>
<td>As the name suggests, the role of the Steering Committee (SC) is to guide the planning process for the City of Los Angeles Floodplain Management Plan (FMP). The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for local governments and the various interest groups interested in this planning effort. Members of the SC were selected to represent a cross-section of views and interests within the planning area. Through this inclusion of diverse interests, the SC hopes to enhance the robustness of the planning effort and to build support for floodplain management activities across stakeholder groups. A successful planning effort will result in the adoption and approval of a FMP that sets the stage for reducing adverse impacts of flood within the City through activities and strategies embraced by</td>
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### Chairperson and Vice Chair Person

The SC should select a chairperson and vice chairperson for this planning effort.

The role of the **chairperson** is to:
- lead meetings so that agendas are followed and meetings adjourn on-time;
- allow all members to be heard during discussions;
- moderate discussions between members with differing points of view; and
- be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan tasks.

The role of the **vice chairperson** is to assume the duties of the chair when the chair is not able to attend a meeting or forum.

### Quorum

A minimum attendance at each meeting is needed to ensure that the different viewpoints of Committee members are adequately represented.

*The Committee will need to define a quorum for this planning effort.*

Quorum for this planning effort will be 50% plus 1 of the Steering Committee membership. This establishes a minimum attendance of 12 members for a valid meeting. Items listed on the agenda will still be reviewed and discussed at any meeting where quorum is not met; however, any decisions will be postponed until a time when quorum has been reached.

### Alternates

A specific list of Committee members was selected for the SC. Regular attendance by members is needed to understand the issues presented, reflect on various stakeholder perspectives, and reach agreements on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternate members should be identified for some organizations and interests.

*The SC will need to decide that the role of alternates, compared to regular Committee members.*

A Steering Committee alternate can make a binding decision or vote on any issue at a meeting in which they preside as a Steering Committee representative.
## Decision-making

As the Committee provides advice and guidance on the Plan, a method must be established under which decisions will be made. Two primary methods on which decisions can be based are through 1) consensus, or 2) voting.

- Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with (using the consensus continuum as a gage).
- Voting is defined as “majority rules.”

The SC will need to establish a decision-making mechanism.

## Recommendations

The SC should decide how recommendations of the Committee will be recorded.

The Committee’s recommendations will be recorded in the meeting summaries and reflected in the plan as appropriate. The Committee may also assist in public presentations of the Plan and its recommendations.

## Staffing

The Planning Team for this project includes appropriate personnel from the City of Los Angeles Department of Public Works, Bureau of Engineering along with contract consultant assistance provided by Tetra Tech, Inc.

The SC should acknowledge and state the role of the Planning Team in the Plan development process.

The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee’s activities.

## Meeting Dates

SC members should decide when and where

Meetings generally will be conducted on the Xth ___ day of
**Steering Committee Ground Rules**

A regularly scheduled meeting will be held. Each month from XX:XX am to XX:XX pm at __________. Meetings will be open to the public and advertised as such.

### Attendance

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members cannot attend, they should inform the planning team before the meeting is conducted. If able, each SC member should identify an alternate who can attend meetings if the SC member is unavailable.

The SC should establish an understanding regarding expected attendance. A member who accumulates __ unexcused absence(s) or __ consecutive excused absences will be contacted by the Chair to discuss any issues regarding that individual’s participation on the Committee. Any final action following the inquiry will be at the direction of the Steering Committee. The Steering Committee will strive to maintain the SC membership at 23 members with a representative makeup similar to the initial committee makeup.

### Public Involvement

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. Development of a public involvement strategy will be one of the first tasks undertaken by the Committee.

The SC should establish guidelines regarding public involvement at SC meetings. All Steering Committee meetings will be open to the public and advertised as such and will adhere to the requirements of the Brown Act (Gov. Code, § 54950). Members of the public wishing to address the SC may do so based on the following protocol:

- Requests to be heard must be submitted to the Chairperson of the Steering Committee before the item is called. Submission may be completed by completing the speaker request form and submitting it to the Chairperson of the SC. Speaker request forms shall request the following information from the member of the public:
  - Agenda item number to be discussed or Public Comment
  - If the person is in favor/opposed to the agenda item (if applicable)
  - Person’s name
  - Person’s telephone number (optional)
  - Person’s address (optional)
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- Name of organization (if applicable)
- A brief summary of the person’s position on the matter.
  - Each member of the public will be granted 3 minutes to address their topic of concern. This allotted time cannot be aggregated or passed on to another individual.
  - All comments must have relevance to the Floodplain Management Plan and the planning area. Relevance will be determined by the Chair.
  - The meeting agendas for all SC meetings will be posted on the Floodplain Management website a minimum of 72 hours prior to all scheduled meetings.

### Courtesy

**SC members should establish an understanding of basic courtesy among and between the members.**

**Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.**

1. **A City appointed public affairs officer (PAO) will act as the spokesperson for this planning process. All public inquiries will be directed to this person, whose name will be published in the publicly available ground rules.**

2. **The public involvement section will be reviewed for consistency with the Brown Act Requirements by the City’s legal department. Further modifications may be necessary.**

Comment [GK1]: If BOE has specific policies for public comment that are usually followed we should incorporate them here.

Comment [GK2]: An alternative would be for the SC to elect a spokesperson.