

City of San Diego  
Sustainable Energy Advisory Board (SEAB)  
**GENERAL OPERATING PROCEDURES**

**Purpose and Intent**

The City Council established the Sustainable Energy Advisory Board to serve as an advisory body to the Mayor and City Council on energy policy and future energy needs for the metropolitan San Diego area and to assist the City's attainment of its energy independence and renewable energy goals. The specific purposes and duties are set forth in Municipal Code.

**Governed by**

The SEAB is governed by San Diego Municipal Code Section 26.04, "Sustainable Energy Advisory Board."

**Conduct of meetings**

Board meetings shall be conducted in accordance with the current version of Robert's Rules of Order to the extent that Robert's Rules are not in conflict with the Brown Act.

**Meetings of the Board**

The SEAB generally meets monthly, however, at a minimum the Board shall meet not less than once every six months.

**Board meeting agenda**

Board agendas will be prepared by Staff based on input from the Chair and Board members. Before the official agenda is finalized staff consults with the Board Chair to ensure that the agenda and the topics included meet with the Chair's approval. The draft agenda is sent to the Board Chair for review one week prior to the required posting date and returned to staff for posting and transmittal to the Board by the end of that week. Generally items for the agenda will be discussed at the previous month's meeting; however, at the Chair's discretion additional items may need to be added to the agenda.

**Order of business**

The business of each meeting of the board shall be transacted as nearly as possible in the following order. The list and order of items can be modified as needed by the Board.

1. Call to order.
2. Introductions.
3. Review and approve agenda (including any reordering of items and any disclosure of potential conflict of interest statements).
4. Adoption of minutes.
5. Announcements.
6. Non-agenda public comment.
7. Special presentation, discussion items, updates, Working Group reports, etc.
8. Legislative Regulatory and City Update.
9. New Business
10. Suggested guests/presentations/tours for upcoming meetings.
11. Adjournment.

**Motions**

To propose a decision or action, every motion must be moved, seconded and stated by the chair before it can be discussed. A majority vote is required for the motion to pass.

**Non-agenda Public Comment**

The public may address the board on any item during the non-agenda public comment portion of the agenda. Comments shall be limited to five minutes at Chair's discretion. The board will accept written, as well as oral information.

**Public Comment on Agenda items**

Public Comment on agenda items is encouraged. It will be directed through the Chairman and limited as necessary to provide for sufficient time for Board discussion. Written comments are acceptable when provided through staff.

**Duties of Chair**

The Board Chair is designated by the Mayor by March 31 each year or, if not so designated, elected by the Board in accordance with the Municipal Code provisions. The Chair, when present, shall preside at all meetings of the board and shall conduct the business of the board in the manner prescribed by these procedures. The Chair shall preserve order and decorum and shall decide all questions of order.

**Role of Staff**

Staff support to the SEAB will be provided by the City's Environmental Services Department (ESD). Staff shall provide to SEAB necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Ralph M. Brown Act, ensuring that all notices to the public are provided;
- (b) Provision of a meeting room including any necessary audio/visual equipment;
- (c) Preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) Retention of all Board records, and providing public access to such records.

City of San Diego staff and/or City consultants shall attend all Board proceedings as appropriate in order to report on the status of projects and the other energy related Programs.

**Quorum**

The SEAB consists of nine regular members and two alternate members. In determining whether or not a quorum exists the presence of five members shall constitute a quorum. If a regular Board member is absent and an alternate member is present at the meeting, the alternate member or members are ~~is~~ counted as necessary for purposes of determining a quorum. The order of alternates serving as voting members is specified in the membership roster.

**Absence of Quorum**

In the absence of a quorum, the Chair has the option to adjourn the meeting to a subsequent date and time, recess the meeting until a quorum is present, or continue the meeting by discussing only non-business items, such as a presentation by a guest speaker.

**Absence of Chair**

The Board shall elect a Vice Chairperson to serve in the absence or inability of the Chair to act. The Vice Chair shall have all of the powers and duties of the Chair during the absence of or the inability of the Chair to act. Should there be no Vice-Chair chosen by the Board or if the Vice Chair is not in attendance, in the absence of the Chair a member of the Board may be selected by the members present to act as Chair for the duration of that meeting.

**Board Meeting Minutes**

Board meeting minutes will be prepared by staff and sent to the Board members for review two weeks after the meeting. Once approved by the Board the minutes will be posted on the SEAB's webpage.

**Working Groups**

The Board may establish working groups to discuss specific matters within the scope of the Board's mission. Working Group members will be appointed by the Board chair, and may only be selected from the current Board membership, including alternates. Membership in working groups will be limited to no more than four members to comply with Brown Act restrictions. The task of each working group will be set forth in the meeting minutes and a working group member designated as the group chair.

Working groups may meet in between full Board meetings as required to complete their assigned task. The working group will provide regular updates and a final report with any recommendations for Board action to the Board once they have completed their work. The working group will be disestablished once their tasking is complete.

**Information for Board**

All information provided to the Board other than during regularly scheduled meetings will be directed through staff for dissemination to the members. When members are requesting that information be forwarded to other board members, they should note if the item is for general information or is specifically applicable to an upcoming agenda item. It is desired that information and recommendations for action items be provided sufficiently in advance for Board member review prior to the meeting.