

DOCKETED

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Lithium Valley Commission

Proposed Rules of Order

This purpose of these Rules of Order is to provide guidance to the Lithium Valley Commission in fulfilling its legislative requirements and to help the Lithium Valley Commission proceedings run effectively and efficiently. These Rules of Order should be read as supplementary and complementary to the Lithium Valley Commission [Roles and Responsibilities](#) document. The Lithium Valley Commission is a state body, established by statute, within the California Energy Commission (CEC), and is therefore subject to the Bagley-Keene Open Meeting Act.

- I. Meetings
 - a. The Lithium Valley Commission will endeavor to meet once per month but may meet more or less frequently in order to accomplish its task.
 - b. A CEC staff liaison will send meeting invitations to all Commissioners and arrange for facilities or web access for each meeting.
 - c. In order to vote or take action on an agenda item, eight members must be in attendance at the meeting.
 - d. The Lithium Valley Commission may establish sub-bodies to review, investigate, or analyze any of the areas within the Lithium Valley Commission's jurisdiction.
 - i. Sub-bodies of two or fewer Lithium Valley Commissioners are not subject to the Bagley-Keene Open Meeting Act.
 - ii. Sub-bodies of three or more Lithium Valley Commissioners must comply with any applicable Bagley-Keene Open Meeting Act requirements.
 - iii. Sub-bodies will make oral reports at each Lithium Valley Commission meeting. Reports should include the group's progress on the designated issue and the group's expected next steps.
- II. Notice and Agenda
 - a. The notice and agenda for each Lithium Valley Commission meeting shall be published as required by the Bagley-Keene Open Meeting Act, at least 10 calendar days in advance of the meeting.
 - b. The meeting notice and agenda will be prepared by CEC staff in coordination with the Chair, consistent with direction from the prior monthly meeting.
 - c. There are several standing agenda items:
 - i. Welcome and Roll Call;
 - ii. Administrative Items/Approval of Minutes;
 - iii. Media and Legislation Updates;
 - iv. Reports from Sub-bodies;
 - v. Determination of Agenda Topics, Speakers, and Presentations for Future Meetings; and

vi. Public Comment.

III. Chair Duties

- a. The Chair will work with CEC staff to develop agendas for Lithium Valley Commission meetings.
- b. The Chair will preside over and facilitate each meeting and apply these Rules of Order to the meeting.
- c. The Chair will keep meeting discussions within the topics listed on the agenda.
- d. The Chair will invite public comments on each agenda item, prior to the Lithium Valley Commission taking action on the agenda item.

IV. Vice Chair Duties

- a. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.
- b. The Vice Chair may work with the Chair and CEC staff to develop meeting agendas.

V. Decision making procedures

- a. Motions are the vehicle for Lithium Valley Commission decision making. On a matter up for discussion, any member may make a motion or the Chair may invite the members to make a motion. A second on a motion is required to bring the motion to a vote. Multiple motions may be on the floor at the same time, subject to the Chair's discretion. Discussion should be entertained on any substantive motion.
- b. For an action to be binding, the action must be approved by a simple majority of the Lithium Valley Commissioners. A tie vote means the motion fails.
- c. Upon a vote the Lithium Valley Commission may defer agenda items to a future meeting or remove items from consideration.

VI. Meeting Action Minutes

- a. CEC staff will draft meeting action minutes, in consultation with the Chair and/or Vice Chair, following every meeting.
- b. Proposed meeting action minutes will be sent to Lithium Valley Commissioners prior to the next meeting.
- c. CEC staff will file approved meeting action minutes in the Lithium Valley Commission docket.