ITEM #4 – Procedural Review – 9:30am

1. **Establish Ground Rules for meetings** - (Christine Sotelo, All participants)

   Item #4.1 Documents:
   - Proposed Ground Rules

   Notes:

Action Items:

2. **Review By-Laws to clarify the role of ELTAC** - (Christine Sotelo, All participants)

Item #4.2 Documents:

- ELTAC By-Laws

See Article III: Objectives and Functions:

ELTAC serves to implement objectives and requirements authorized in Section 100863 of the California Health and Safety Code.

ELTAC is established in law to "assist, advise and make recommendations regarding technical, scientific, and administrative matters concerning the accreditation or certification of environmental laboratories." (Health and Safety Code Section 100863) The law further provides that: "Subcommittees of the committee may be appointed consisting of committee members and other persons having particular knowledge of a subject area, for the purpose of assisting the … [State Water Resources Control Board] on special problems and making recommendations to the Committee for consideration in the establishment of rules and regulations."

ELTAC shall assist the State Water Resources Control Board, Division of Drinking Water (hereafter referred to as "Division"), Environmental Laboratory Accreditation Program (hereafter referred to as "ELAP") by providing advice and making recommendations regarding technical and scientific matters for the establishment of rules and regulations that will ensure the proper administration and enforcement of provisions pursuant to Health and Safety Code, sections 100825-100920 as well as provisions in other statutes that impact environmental laboratory activity.

The Committee shall also function as a means of exchanging information and opinions related to environmental laboratory technology, methods, and practice. In support of this function, ELAP may request ELTAC member laboratories participate in outreach and education efforts and allow assessors the ability to tour their laboratories in order to learn about technologies the assessors have not previously witnessed.

ELTAC shall assist ELAP in:
A. Developing scientifically rigorous recommendations regarding issues that impact the regulated laboratory community, regulatory agencies, and data users
B. Improving communications and outreach between ELAP and its stakeholder communities
C. The operation and improvement of ELAP
D. The implementation of a performance based, transparent accreditation program that is accountable to ELAP stakeholders."

Notes:

Action Items:

3. **Discuss development of Mission Statement** - (All members)

   Consider:
   - What is our purpose?
   - How do we accomplish it?
   - Whom do we do it for?
   - What value are we bringing?

   Notes:

Action Items:

4. **Review Bagley-Keene Open Meeting Act** - (Catherine Ewing)

Item #4.4 Documents:

- Bagley-Keene Open Meeting Act of 2014

Key Points:

- Created to give the public a seat at the table in the decision making process
- Requires government bodies to notice meetings, prepare agendas, accept public testimony, and conduct meetings in public
  - Official notice and agenda - 10 days before meeting
  - Meeting materials as soon as possible
- Rules governing communications between representatives outside of noticed meetings:
  - Convening a quorum
  - Serial meetings

Notes:

Action Items:

5. **Review Robert's Rules of Order** – (Christine Sotelo)

   Item #4.5 Documents:
   - Robert Rule's Cheat Sheet

Key points:

- Two principles govern each meeting:
  - One speaker at a time
  - Only one item can be discussed at a time
- Goal: Reach group decision
- Main points:
  - Agenda – stick to it
  - Minutes – record of what is done at a meeting
  - Chairperson – runs the meeting
  - Motion – move to recommend action by the committee
    - Amend a motion – change the motion
    - Amend an amendment – change the changed motion

Notes:

Action Items:

6. **ELTAC member roles and responsibilities** – (Christine Sotelo)

- Designated ELAP Officer (DELAPO)
- Scribe
- State Regulatory Agency Employee
- Chairperson
- Representative Member

See By-Laws, Article VI:

D. Expectations
Representatives and SRAEs must have the resources and technical expertise to support participation on ELTAC. Representatives and SRAEs are expected to attend all ELTAC meetings, and provide an oral report out to ELTAC during the October meeting on communication held with their constituents. Failure to provide reports may result in dismissal from ELTAC at the discretion of the Deputy Director. In order to facilitate discussion, Representatives and SRAEs may attend meetings in person or remotely. Failure to attend ELTAC meetings may result in dismissal as outlined in Section E of this Article.

E. Absences and Dismissal
In the event a Representative or SRAE cannot attend an ELTAC meeting, he/she may choose an alternate to attend the meeting. An alternate may speak on behalf of a Representative or SRAE but the alternate's presence does not count toward a quorum. If a Representative or SRAE has sent an alternate in his/her place, that alternate shall not vote on agenda items. If the Chairperson cannot attend an ELTAC meeting, he or she must select an alternate to act as the Chairperson from existing ELTAC membership. A Representative/SRAE may be removed by the Deputy Director or by a 2/3 vote by the voting members on ELTAC. In the event a Representative or SRAE obtains work in a new field or fails to represent his/her constituents, a new Representative or SRAE shall take his/her place in accordance with the process outlined in Article V.

Notes:

Action Items:

7. **Reporting Procedures** – (Christine Sotelo)

See By-Laws, Article VI:

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Notes:

Action Items: