

## CALIFORNIA OCEAN PROTECTION COUNCIL

### OPERATING PROCEDURES

#### Meeting Procedures

The Ocean Protection Council will follow the procedures of the Open Meeting Act. Agendas and meeting notices will be released at least 10 days before each meeting. All briefing materials provided to council members will be posted on the council web site and reference copies will be available to the public for viewing at council meetings. To receive updates on council activities, the public may subscribe to the council's e-mail list server (see details below). All meetings of the council will be open to the public, and all agendas will include time for public comment. When feasible, council meetings will be web cast, and an archive of recordings will be maintained on the web. The council will generally make decisions on a consensus basis. When a vote is necessary, Robert's Rules of Order will be used. Public comment will be included as part of any council action items.

#### Public Input

The council will seek public input by:

- Receiving public comment at meetings;
- Keeping the public updated with an e-mail list server and web site;
- Encouraging written comments;

#### *E-mail list server*

Interested public members are invited to add themselves to the council's e-mail list server automatically by sending a plain text message (not rich text or HTML) to [Majordomo@resources.ca.gov](mailto:Majordomo@resources.ca.gov) with the following command in the body of the e-mail message: subscribe oceanpublic. If you have any problems, please email [owner-oceanpublic@resources.ca.gov](mailto:owner-oceanpublic@resources.ca.gov) to be added to the list server.

#### *Web site*

Council updates, including web casts of each meeting, will also be posted to the web at <http://resources.ca.gov/ocean/>.

*Written comments*

The public can submit comments to the council at any time by the following methods.

Email (preferred):

[COPCpublic@resources.ca.gov](mailto:COPCpublic@resources.ca.gov)

Postal mail:

Mike Chrisman, Chair  
California Ocean Protection Council  
California Resources Agency  
1416 Ninth Street, Suite 1311  
Sacramento, California 95814

Fax:

(916) 653-8102

Attn: Mike Chrisman, Chair  
California Ocean Protection Council

**Advisory Groups**

The council may need expert guidance periodically on complicated issues. When this need arises, the council will seek guidance from an existing advisory group if one exists. Example advisory groups include the Resources Agency Sea Grant Advisory Panel, California Ocean Science Trust, and the University of California Marine Council. When the council needs advice on a topic for which there is no existing group, the council may create one on an ad hoc basis. Subject to the availability of funding, the council may from time to time retain experts in particular fields to assist the council or its advisory groups.