CENTRAL COAST COMMUNITY ENERGY
OPERATING RULES AND REGULATIONS

ARTICLE I
FORMATION

Central Coast Community Energy (the "Authority") was established on February 21, 2017 pursuant to the execution of the Joint Exercise of Powers Agreement (the "JPA") by the Counties of Monterey, Santa Cruz, and San Benito, and those cities and towns within the Counties of Monterey, Santa Cruz, and San Benito who become signatories to the JPA. The Initial Participants in the Authority who executed the JPA within 180 days of the establishment of the Authority are, as follows: County of Santa Cruz, County of Monterey, County of San Benito, and the Cities of Santa Cruz, Marina, Sand City, Seaside, Carmel, Monterey, Pacific Grove, Greenfield, Gonzales, Soledad, Hollister, San Juan Bautista, Capitola, Watsonville, Salinas and Scotts Valley.

The Authority's membership was subsequently expanded in December 2019 and December 2020 to include the County of Santa Barbara and the cities of Arroyo Grande, Carpinteria, Del Rey Oaks, Goleta, Grover Beach, Guadalupe, Morro Bay, Paso Robles, Pismo Beach, San Luis Obispo, Santa Maria, and Solvang.

The Initial Participants and all subsequent members of the Authority are referred to as Party or Parties in these Operating Rules and Regulations ("Rules"). As defined by the JPA, these Rules consist of rules, regulations, policies, bylaws and procedures governing the operation of the Authority. The definition of terms used in these Rules shall be the same as contained in the JPA, unless otherwise expressly provided herein. If any provision of these Rules conflicts with the JPA, the JPA shall govern.

ARTICLE II
PURPOSES

The Parties entered into the JPA for the purposes of reducing greenhouse gases, providing electric power to customers at affordable rates, carrying out programs to reduce fossil fuel energy consumption, stimulating and sustaining the local economy by lowering electric rates and creating local jobs and promoting long-term electric rate stability and energy security and reliability for residents through local control of electric generation resources. Pursuant to the JPA, the Authority was formed to study, promote, develop, conduct, operate, and manage energy programs, and to exercise all other powers necessary and incidental to accomplishing this purpose. These programs include but are not limited to the establishment of a Community Choice Aggregation ("CCA") Program, which is an electric service enterprise available to cities and counties pursuant to California Public Utilities Code Sections 331.1(c) and 366.2, in accordance with the terms of the JPA.

ARTICLE III
OFFICES

Section 1. Principal Office. The principal office for the transaction of the business of the Authority shall be located at 70 Garden Court Suite 300 Monterey, CA 93940 or at such other future location that may be selected by the Chief Executive Officer ("CEO") within the area where the Authority is qualified to do business subject to the approval of the Policy Board of Directors ("Policy Board") of the Authority.

Section 2. Other Offices and Notice. The CEO may also establish one (1) or more subordinate offices at any place or places within the area where the Authority is qualified to do business subject to the approval of the Policy Board. Written notification shall be given within seven (7) days by the Secretary of the Authority to each Party of any change in the location of the principal office or any subordinate office.

ARTICLE IV
BOARD OF DIRECTORS

Section 1. Powers of Directors. Subject to the powers and limitations as provided by law, the JPA, or these Rules, all powers of the Authority shall be exercised, its property controlled and its affairs conducted by two governing bodies consisting of a Policy Board and an Operations Board of Directors of the Authority (individually referred to herein as a "Board," and collectively, the "Boards") as is further specified in the JPA.

Section 2. Board Authority. For the purpose of governing the Authority, and consistent with Article 3 of the JPA, the Policy Board shall have the authority to make all high-level decisions of the Authority and the Operations Board shall be empowered to manage the details of implementing all of those high-level decisions. The hierarchical organization chart of the Authority's organizational structure including its lines of authority begins with the Policy Board at the top layer of governance and the Operations Board at the next level of governance. The Policy Board shall have the full authority to determine the scope, manner and means of all governing functions of the Authority, including but not limited to, the manner in which the Operations Board holds its meetings and performs its duties. The Policy Board shall govern the scope of the Authority's activities and actions described in Sections 3.3.1 and 3.3.3 of the JPA and in all other sections of the JPA that require Policy Board approval. The Operations Board shall govern, subject to the Policy Board's direction, the scope of the Authority's activities and actions described in Sections 3.3.2 and 3.3.4 of the JPA. The Operations Board shall perform its duties according to the parameters set forth by the Policy Board. Joint approval of the Boards shall be required solely for the scope of activities and actions that require joint approval in Section 3.3.5 of the JPA, which relates to litigation related matters of the Authority. The Policy Board shall be empowered to modify any action taken by the Operations Board in the furtherance of the Policy Board's over-sight and decision-making role as the top level of governance of the Authority. The Boards shall be entitled to rely upon the opinion of the Authority's General Counsel to determine whether their actions comply with the guidelines, rules and intent of the JPA and these Rules.

Section 3. Board Liaisons and Coordination. Each Board shall designate a representative ("Board Liaison") to attend the other Board's meetings to clarify any recommendations and decisions already executed by the other Board. Each Board Liaison shall present a report on its Board's most recent prior activities to the other Board as a regular standing agenda item. In all matters, the Board Liaisons, Chairs, CEO and General Counsel shall ensure the Boards are well-aligned around their respective roles and responsibilities.

Section 4. Appointments. The governing body of each Party shall appoint and designate in writing to the Authority one regular Director for the Policy Board and one regular Director for the Operations Board who shall be authorized to act for and on behalf of the Party on all matters within the power of the Authority. The governing body of each Party also shall appoint and designate in writing to the Authority one alternate Director for the Policy Board and one alternate Director for the Operations Board who may vote on all matters when the regular Director is absent for its applicable Board meeting. The Authority shall be listed by each governing body in its Rules of Procedure for appointing regular and alternate members of local agencies, and such rules shall comply with the requirements of the JPA. All regular Directors and alternate Directors of the Boards shall be appointed according to the formula required by Article 3 of the JPA. The Parties shall notify the Secretary of the Authority, in writing, of all such appointments within thirty days thereof. On an annual basis in February, the governing body of each Party shall, in writing, confirm the appointment of their Director and alternate Director.

Section 5. Terms. Under Section 3.1.4 of the JPA, the Policy and Operations Boards' seats include one each for the member Counties, with the remaining seats based on a regional allocation by each Party's population size so long as the JPA maintains more than eleven member agencies. Subject to this

membership threshold minimum, each Party with a population of 50,000 and above shall be allocated one seat with no term limits. Each Party with a population below 50,000, shall be allocated a shared board seat on a sub-regional basis, as set forth in Exhibit C of the JPA, as determined by agreement among the Parties sharing the seat or through the City Selection Committee in the respective County. Any agreements among the Parties sharing a seat must comply with the terms and intent of the JPA and these Rules. Directors in shared Board seats shall serve two-year terms of office, but may be reappointed by their appointing Party and serve multiple terms. When a shared Board seat is vacant on the Board due to an expired term, the termed out Board member can continue to serve until a new appointment is made.

Section 6. Resignation. Any Director may resign at any time by giving written notice of such resignation to the Secretary of the Authority. Such resignation shall be effective at the time specified, and acceptance of such resignation shall not be necessary to make it effective.

Section 7. Removal. Under Section 3.1.1 of the JPA, each Director shall serve at the pleasure of the governing body of their Party, and may be removed or replaced, with or without cause, by the respective governing body of the Party at any time.

Section 8. Withdrawal/Expulsion. Directors who represent Parties which withdraw or are expelled as Parties to the JPA shall be removed as members of the Board and all committees.

Section 9. Removal of Board Members for Cause. A Director may be removed by their respective Board for cause. Cause shall be defined for the purposes of this section as follows:

a. For the Operations Board, absence from three Board meetings in any year or two consecutive Board meetings.
b. For the Policy Board, absence from two Board meetings in any year.
c. Unauthorized disclosure of confidential information or documents from a closed session or the unauthorized disclosure of customer confidential information in violation of the Authority's Customer Confidential Information Policy or information or documents provided to the Director on a confidential basis and whose public disclosure would violate California law, California Public Utility Commission regulations, or may be harmful to the interests of the Authority.

Written notice shall be provided to the Director proposed for removal and the governing body that appointed such Director at least thirty days prior to the meeting at which the proposed removal will be considered by the Board. The notice shall state the grounds for removal, a brief summary of the supporting facts, and the date of the scheduled hearing on the removal. The Director proposed for removal shall be given an opportunity to be heard at the removal hearing and to submit any supporting oral or written evidence. A Director shall not be removed for cause from the Board unless two-thirds of all Directors of their respective Board (excluding the Director subject to removal) vote in favor of the removal.

Section 10. Vacancies and Process for Non-Compliance. If at any time a vacancy occurs on the Board, for whatever reason, the respective Party shall appoint a replacement to fill the position of the previous Director within ninety (90) days of the date that such position becomes vacant. In the event a Party fails to seat a Director as required by the JPA and these Rules, the Authority shall notify the representative for the Party. If a shared-seat Party continues to be in non-compliance for more than thirty (30) days after this notification, the Authority shall either notify: (i.) the Parties sharing the seat to require they take action appoint a new Director and alternate Director pursuant to their agreement, or; (ii.) the City Selection Committee for the shared seat as allocated in Exhibit C of the JPA and the City Selection Committee shall appoint a new Director and alternate Director to serve on the Board. If a non-shared seat Party continues to be in non- compliance for more than thirty (30) days after the notification, the Authority shall notify the governing body of the Party at the governing body's next regular or special meeting, and such governing body shall fix the non-compliance by its subsequent meeting.

Section 11. Participation by Non-Seated Shared-Seat Parties. A Non-Seated Party is a Party that shares a

seat pursuant to the regional allocation set forth in Exhibit C of the JPA, but is not currently seated as a Director pursuant to either the agreement among the parties sharing the seat or through the City Selection Committee. A Non-Seated Party's governing board may, but is not required to, appoint a Limited Member to the Policy and Operations Boards. The Non-Seated Parties shall notify the Secretary of the Authority, in writing, of all such Limited Member appointments within thirty days thereof.

The Limited Member may participate in the discussion of any item on the Boards' open session agenda. The Limited Member may not: (i.) count toward a quorum for Brown Act or voting purposes; (ii.) serve as an Officer of the Boards or the Authority; (iii.) make or second a motion on an item before the Board; (iv.) vote on any item before the Board; (v.) attend or participate in closed session agenda items; (vi.) serve on the CEO's Energy Risk Management Committee, or; (vii.) participate or take action in any manner not expressly authorized in these rules.

Limited Members are not intended to evolve into full Director positions except as may occur the appointment procedure in Article 3 of the JPA. Limited membership is not intended to, and shall not, extend beyond Non-Seated Parties.

ARTICLE V
AUTHORITY PARTICIPATION

Section 1. Addition of Parties. Under Section 2.4.14 of the JPA, the Authority is authorized to permit additional Parties to join the JPA after the Effective Date. Approval of the Policy Board shall be required prior to accepting a new Party to the JPA. Subject to a two-thirds vote of the Policy Board, as required by Sections 3.7.1 and 7.4 of the JPA to amend the JPA, including the requirement to provide prior notice to all Parties before such vote occurs, other incorporated municipalities and counties may become Parties upon (a) the adoption of a resolution by the governing body of such incorporated municipality or such county requesting that the incorporated municipality or county, as the case may be, become a member of the Authority, (b) the adoption, by an affirmative vote of the Policy Board of a resolution authorizing membership of the additional incorporated municipality or county, specifying the membership payment, if any, to be made by the additional incorporated municipality or county to reflect its pro rata share of organizational, planning and other pre-existing expenditures, and describing additional conditions, if any, associated with membership, (c) the adoption of an ordinance required by Public Utilities Code Section 366.2(c)(10) and execution of the JPA and other necessary program agreements by the incorporated municipality or county, (d) payment of the membership dues, if any, and (e) satisfaction of any conditions established by the Policy Board.

Section 2. Board Seats. New Board seats for an additional Party or Parties shall be allocated as set forth in Section 3.1.4 of the JPA.

ARTICLE VI
DUTIES OF OFFICERS AND TERMS OF OFFICE

Section 1. Chair. The duties of each Board Chair shall be to preside over its Board's meetings, sign all resolutions, contracts and correspondence adopted or authorized by the Board that they represent, act as a liaison between the Board and the CEO to help ensure the Board's directives and resolutions are carried out, lead the Board to carry out its governance functions and ensure the Board has approved policies to help ensure sound and compliant governance and management of the Authority.

Section 2. Vice-Chair. The duties of each Board Vice-Chair shall be to perform the duties of Chair in the absence of such officer.

Section 3. Terms. Under Section 3.9 of the JPA, the Chair and Vice-Chair shall serve one year term, but there shall be no limit on the number of terms held by either the Chair or Vice-Chair.

Section 4. Initial Terms of Office. Notwithstanding the one-year term generally established for the Chair and Vice-Chair above, the terms of the initial Chair and Vice-Chair elected by the Boards shall not expire until the annual meeting of each Board pursuant to Sections 2 and 3 of Article VIII of these Rules, respectively.

Section 5. Treasurer. The Treasurer shall act as the depositary of the Authority and have custody of all the money of the Authority, from whatever source, and as such, shall have all the duties and responsibilities specified in Cal. Gov. Code Section 6505.5 governing Joint Powers Authorities. The Policy Board may require the Treasurer and/or Auditor to file with the Authority an official bond in an amount to be fixed by the Policy Board, and if so requested, the Authority shall pay the cost of premiums associated with the bond. The Treasurer shall report directly to the Policy Board and shall comply with the requirements of treasurers of incorporated municipalities. The positions of Treasurer and Auditor may be combined into one position known as the Treasurer/Auditor of the Authority. Neither the Treasurer nor the Auditor needs to be a Director. There shall be no term limits for the Treasurer or Auditor. The Policy Board may transfer the responsibilities of the Treasurer and Auditor to any person or entity permitted by law.

Section 6. Secretary. Each Board shall have a Secretary who will be responsible for keeping the minutes of all meetings of its Board and all other official records of the Authority. The Secretary does not need to be a Director. If the Secretary appointed is an employee of the Authority, that employee may serve as Secretary of both Boards. There shall be no term limits for the Secretary. As used herein, the term "Secretary" shall be synonymous with the term "Board Clerk."

Section 7. Removal. An officer of the Board shall be subject to removal with or without cause at any time by a majority vote of the entire Board that he or she represents or, in the case of the Operations Board, by a majority vote of the Policy Board.

Section 8. Ethics Training Legal Compliance. Pursuant to Cal. Gov. Code Section 53235, all Board members that desire to seek reimbursement for Authority related travels expenses in accordance with the Authority's reimbursement policy shall complete at least two hours of training in general ethics principles and ethics laws ("AB 1234 ethics training") relevant to his or her public service every two years. Board members may satisfy this requirement by completing the Fair Political Practices Commission ("FPPC") online 1234 Local Ethics Training program and submitting the Certification of Completion to the Board Clerk.

Section 9. Statements of Economic Interest. Each Director shall comply with the Authority's Conflict of Interest Code, fully respond to all requests from Authority staff in regard to conflict of interest issues that may arise and timely submit all applicable forms, including Statements of Economic Interest (Form 700), Assuming, Annual, and Leaving Office Statements with the Board Clerk. The Board Clerk shall make and retain copies of these forms in compliance with applicable law and the Authority's Conflict of Interest Code.

ARTICLE VII
COMMITTEES

Section 1. Committees. Committees shall be standing or special ("ad hoc") and may be appointed by either a majority vote of either Board or the Board's Chair ("appointing committee"). Each committee shall exercise such power and carry out such functions as are delegated to it at the time of appointment. Except as otherwise provided by the JPA, these Rules, or the appointing committee, such committees shall be advisory only and are subject to the control and direction of the appointing committee. Except as may otherwise be provided for in the JPA or these Rules, any expenditure of funds by a committee shall require prior approval from the appointing committee. All committees shall meet on an "as needed" basis, either in person or by teleconference, and shall report the outcome of such meetings during the next regular meeting of the Board.

Section 2. Community Advisory Council. The Community Advisory Council ("CAC") shall be a standing committee comprised of fifteen members, representing customers and stakeholders from within the area where the Authority is qualified to do business, formed to advise the Policy and Operations Boards. The term of service of each CAC member will be three years and CAC members can serve only two terms; regardless of the foregoing, the initial terms of the CAC members shall vary from one to three years based on a random selection process in order to allow for staggered appointments. On an ongoing basis, the Authority's staff shall accept and solicit nominations from citizens that reside or work within the Authority's territory to become a member of the CAC. A list of all CAC member applicants by geography, skills and association, along with copies of all completed applications, shall be provided to an ad hoc subcommittee of the Policy Board comprised of the Policy Board's members that represent each county within the area where the Authority is qualified to do business. At the Policy Board's annual meeting in September of each year, the CAC members shall be selected by a majority of the persons entitled to vote at a meeting at which a quorum is present of the Policy Board. The CAC Chair, or designee, will be the liaison between the Policy Board, Operations Board and the CAC and to the extent requested by each Board subject to the limits of the JPA and applicable law. The CAC shall provide feedback to the Authority on proposals and recommendations and policies as directed by the Boards and the CAC's by-laws. The bylaws of the CAC shall be drafted by the seated CAC members. Prior to becoming effective, the scope and bylaws of the CAC, including any amendments thereto, must be approved by a majority of the persons entitled to vote at a meeting at which a quorum is present by both Boards during their respective meetings.

Section 3. Audit and Finance Committee. The Boards' Audit and Finance Committee ("AF Committee") shall be a permanent standing committee. The AF Committee shall consist of up to five voting members made up of Directors from the Boards. All members of the AF Committee shall be: (1) generally knowledgeable about governmental accounting and finance issues and (2) selected by the Chair of the Policy Board. The purpose of the AF Committee is primarily to provide financial oversight for the Authority. The AF Committee shall meet quarterly, and as needed. AF Committee members shall serve two, three-year terms. The AF Committee shall have the following duties:

a. Advise and work with the Authority's staff on budgeting, audits, financial planning/reporting, internal controls, accountability policies and investments.
b. Review the proposed annual budget of the Authority prior to presentation to the Policy Board.
c. Provide oversight of the preparation of the annual audit of the Authority's financial statements and review the completed audit reports for clarity, soundness and potential issues prior to the Policy Board's review.
d. Recommend policies and procedures on financial matters to the Policy Board.
e. Be available to review the proposed budget or any financial transactions that might require an in-depth review prior to the Policy Board's approval.
f. Perform other duties as assigned by the Policy Board.
g. Delegate any of these duties and responsibilities as it deems appropriate.

Section 4. Executive Committee. The Boards' Executive Committee shall be a permanent standing committee. The Executive Committee shall consist of up to seven voting members made up of Directors from the Boards. All members of the Executive Committee shall be selected by the Chair of the Policy Board. The purpose of the Executive Committee is primarily to provide general oversight for the Authority. The Executive Committee shall meet quarterly, and as needed. Executive Committee members shall serve two, three-year terms. The Executive Committee shall have the following duties:

a. Advise and work with the Authority's staff to review significant or urgent organizational issues and make initial recommendations for action to the full Policy or Operations Board as may be appropriate.
b. Perform other duties as assigned by the Policy Board.

ARTICLE VIII
MEETINGS

Section 1. Regular Meetings. Regular meetings of the Boards shall be held at such day, time, and place as the Boards may determine subject to any general directives set by the Policy Board.

Section 2. Annual Meeting of Policy Board. The Policy Board shall hold an annual organizational meeting in September of each year beginning in 2020. The meeting will qualify as a "regular" meeting pursuant to the JPA, but will include annual organizational matters. This annual meeting shall include on its agenda the election of Board Officers, the installation of new Directors (if any), appointment of a Board Liaison, appointment of new CAC members, establishment of the Policy Board's next year's meeting schedule and the transaction of other business.

Section 3. Annual Meetings of Operations Board. The Operations Board shall hold an annual organizational meeting in September of each year beginning in 2020. The meeting will qualify as a "regular" meeting pursuant to the JPA, but will include annual organizational matters. This annual meeting shall include on its agenda the election of Board Officers, the installation of new Directors (if any), the appointment of its Board Liaison, establishment of the Operations Board's next year's meeting schedule and the transaction of other business.

Section 4. Annual Joint Meeting of Policy and Operations Boards and CAC. The Policy and Operations Boards, along with the CAC shall hold an annual joint meeting in September of each year beginning in 2020. This annual joint meeting shall include on its agenda speakers and presentations providing an overview of CCCE's programs, operations, accomplishments, goals, and a detailed budget presentation. No action shall be taken at the at the annual Joint Meeting.

Section 5. Special Meetings. Per Section 54956 of Cal. Gov. Code and the JPA, special meetings may be called by the Chair of the respective Board or by a majority of the members of the respective Board by delivering notice personally, or by any other means, to each member of its Board and to each local newspaper of general circulation, radio or television station who has requested such notice in writing. The notice shall be received at least twenty-four (24) hours before the time of the meeting as specified in the notice, except for emergency meetings held in compliance with Section 54956.5 of Cal. Gov. Code. The notice for special meetings shall specify the time and place of the special meeting and the business to be transacted or discussed, and no other business shall be considered at such meetings. A Board member may, at or prior to the time of the special meeting, file a written waiver of notice with the Secretary of the Authority. The Board Clerk will ensure that a December date is reserved for a potential Special Meeting pursuant to this section in order to facilitate a quorum if such a special meeting becomes necessary.

Section 6. Notices of Meetings. Notices of the time and place of any regular meeting for which notice is required by law or these Rules shall be delivered personally, or by any other means, to each Director utilizing the contact information as shown on the records of the Authority.

Section 7. Adjournment of Meetings. The Board may adjourn any regular, special or adjourned special meeting to a time and place specified in the order of adjournment, provided that the provisions of Section 54955 of Cal. Gov. Code are complied with by the Board.

Section 8. Posting of Agendas. In accordance with The Ralph M. Brown Act ("Brown Act"), the Board shall post agendas of all regular meetings, containing a brief general description of each item of business to be transacted or discussed at the meeting, at least seventy-two (72) hours before such regular meeting. The Board shall post agendas of all special meetings at least twenty-four (24) hours in advance of such special meeting. The agenda shall specify the time and location of the meeting and shall be posted in a location that is freely accessible to members of the public for the twenty-four (24) hours or seventy-

two (72) hours prior to the meeting, as applicable. No action shall be taken on any item not appearing on such posted agendas, except as provided by Cal. Gov. Code Sections 54954.2 and 54954.3.

Section 9. Opportunity for Public to Address the Board. Per Cal. Gov. Code Section 54954.3, each agenda for a regular meeting shall provide an opportunity for members of the public to address the Board directly on matters of interest to the public, provided that such matters are within the subject matter jurisdiction of the Board, and provided that no action shall be taken by the Board on any item arising out of such speeches unless the matter already appears on the agenda. The Chair or majority vote of the Board may adopt reasonable regulations which limit the total amount of time allotted for public speakers and for each individual speaker.

Section 10. Additional Guidance. Except as provided in (i) the JPA, (ii) these Rules, and (iii) the Brown Act, as amended, meetings of the Board shall be conducted pursuant to the Robert's Rules of Order, as amended.

ARTICLE IX
REIMBURSEMENT FOR TRAVEL EXPENSES

In accordance with Section 3.6 of the JPA, the Board has adopted a policy that allows reimbursement by the Authority of expenses incurred by their respective Directors outside of regular or special meetings of their Board duties. Members of the Boards shall be reimbursed for all reasonable and necessary travel expenses when required or incurred by those persons in attending events and conferences on behalf of the Authority. Reimbursable expenses shall include all charges for meals, lodging, air fare and costs of travel by automobile at the rate per mile allowed as a business expense by the Internal Revenue Service. The Treasurer-Auditor, upon approval of the CEO, shall be authorized to pay all such expenses deemed reasonable and necessary so long as sufficient funds have been budgeted therefor. Payments for amounts in excess of that budgeted must be approved by the Policy Board. The Authority shall reimburse a Board Member any reasonable and necessary travel expenses incurred for the member to attend a non-Authority Board meeting, and *only if* that member's sole purpose is to attend on behalf of the Authority. *As used in this Article IX, the term "reasonable and necessary" is defined as those expenses which the Board member would not have incurred in performing the normal business of its Party's governing body.*

ARTICLE X
VOTING

Section 1. Voting. Voting on Board matters shall be held in accordance with the requirements of Section 3.7 of the JPA and these Rules.

Section 2. Notice for Contributions. A Board shall provide at least 45 days prior written notice to each Party before considering a program or activity for adoption at a Board meeting that requires financial contributions by individual Parties. Such notice shall be provided to the governing body and the chief administrative officer, city manager or town manager of each Party. A Board also shall provide written notice of such program or activity adoption to the above-described officials of each Party within 5 days after the Board adopts the program or activity. Any Party voting against the approval of such program or activity may elect to opt-out of participation in the program or activity by providing written notice of this election to the Board within 30 days after the program or activity is approved by the Board. Upon timely exercising its opt-out election, a Party shall not have any financial obligation or any liability whatsoever for the conduct or operation of such program or activity.

ARTICLE XI
DELEGATION OF AUTHORITY TO IMPLEMENT SUPPORT POLICY

Section 1. Delegation of Authority to Chief Executive Officer. The Chief Executive Officer of the Authority shall have the authority to take actionto support or oppose legislation or other initiatives and to take necessary action to provide that support or opposition consistent with the Authority's mission when

all of the following conditions are met:

a. The legislation or other initiative is directly related to, and consistent with Authority's mission.
b. Due to time constraints, bringing the matter to the Policy Board at its next scheduled meeting is not practical
c. Calling a special meeting to address the matter is neither practical nor appropriate under the circumstances.
d. The Chief Executive Officer has investigated the positions of other California CCAs and understands the range of opinions on the legislation or initiative and has considered those opinions in determining whether and how to take a position.
e. The Chief Executive Officer has conferred with the Chair of the Policy Board and both the Chief Executive Officer and the Chair agree that: (a) the position that the Chief Executive Officer intends to take is consistent with the mission of the Authority; (b) bringing the matter to the Policy Board at its next scheduled meeting or at a special meeting is not practical or appropriate under the circumstances; and (c) taking the position without a vote of the Policy Board is appropriate under the circumstances.
f. The Chief Executive Officer reports any position taken at the next regularly scheduled Policy Board meeting as part of the Chief Executive Officer Report.

ARTICLE XII

ACCOUNTS AND RECORDS

Section 1. Fiscal Year. According to the power provided under Section 5.1 of the JPA, the Authority selected as its fiscal year the 12 months commencing on October 1.

Section 2. Budget. The Authority staff shall prepare an annual budget in August of each year that shall delineate revenues, expenses, and capital expenditures of the Authority. Under Section 5.3.1 of the JPA and these Rules, the Policy Board shall adopt an operating budget for the Authority prior to the start of each fiscal year. The Policy Board shall annually, on or before the first day of the Authority's fiscal year, adopt a budget showing each of the purposes for which the Authority will need money and the estimated amount of money that will be needed for each such purpose for the ensuing fiscal year. The Policy Board shall ensure that a complete and accurate system of accounting of the Authority's funds shall be maintained at all times consistent with established accounting procedures and practices. The Policy Board has the authority to delegate certain duties as it deems appropriate.

Section 3. Funds and Accounts. The Treasurer shall establish and maintain such funds and accounts as may be required by good accounting practice or by the Policy Board.

Section 4. Treasurer's Report. The Treasurer, 120 days after the close of each fiscal year, shall give a complete written report of all financial activities for such fiscal year to the Policy Board.

Section 5. Annual Audit. The Policy Board shall provide for a certified, annual audit of the accounts and records of the Authority which audit shall conform to generally accepted auditing standards. When such an audit of the accounts and records is made by a certified public accountant, such report shall be reviewed and approved by the Policy Board.

ARTICLE XIII

LIMITATION OF AUTHORITY'S LIABILITY

No Director, Party or Officer shall make or incur any debt or liability in the name of the Authority or on its behalf unless such debt or liability is authorized by the Chair or Vice Chair of the Policy Board and is not inconsistent with the JPA and these Rules.

ARTICLE XIV
DEBTS, LIABILITIES AND OBLIGATIONS

As provided by Section 2.2 of the JPA, the debts, liabilities and obligations of the Authority shall not be debts, liabilities or obligations of the individual Parties unless the governing board of a Party agrees in writing to assume any of the debts, liabilities or obligations of the Authority. A Party who has not agreed to assume an Authority debt, liability or obligation shall not be responsible in any way for such debt, liability or obligation even if a majority of the Parties agree to assume the debt, liability or obligation of the Authority.

ARTICLE XV
INVESTMENTS

The Treasurer may invest money not required for the immediate necessities of the Authority, as directed by the Policy Board, as provided by Cal. Gov. Code Section 53601.

ARTICLE XVI
EXPULSION

Member Entities may be expelled from the Authority as provided in the JPA.

ARTICLE XVII
MISCELLANEOUS

Section 1. Agents and Representatives. The Boards may appoint such agents and representatives of the Authority, with such power and to perform such acts or duties on behalf of the Authority, as the Boards may see fit, so far as may be consistent with the JPA, these Rules and applicable laws.

Section 2. Contracts. Except as otherwise provided in these Rules, the Boards may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to a specific instance. Unless so authorized by the Boards, no officer, agent or employee shall have any power or authority to bind the Authority by any contract or engagement, nor to pledge its credit, nor to render it liable for any purpose or to any amount.

ARTICLE XVIII
AMENDMENTS

These Rules may be amended by a majority vote of the full membership of the Policy Board but only after such amendment has been proposed at a regular meeting and acted upon at the next or later regular meeting of the Policy Board for final adoption. The proposed amendment shall not be finally acted upon unless all members of the Policy Board have received written notice of the amendment at least 10 days prior to the date of the meeting at which final action on the amendment is to be taken. The notice shall include the full text of the proposed amendment.