



<b>Policy Number:</b>	<b>3010</b>
<b>Policy Title:</b>	<b>Board Meeting Agendas</b>

An agenda containing a brief general description of each item to be transacted or discussed, shall be prepared for all meetings of the Board of Directors.

**Procedure:**

1. The General Manager, or his/her designee, shall prepare the agendas for meetings. Agendas shall be based upon items requested by any Board member or as determined by the General Manager.
2. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
  - 2.1. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least five business days prior to the date of the meeting;
  - 2.2. The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business";
  - 2.3. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
  - 2.4. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
3. In order to meet the agenda requirements, all proposed agenda items for regular meetings shall be submitted to the General Manager no later than five business days prior to the meeting.
4. Agendas, including necessary information, with staff and committee recommendations as appropriate for each item, shall be delivered to all members of the Board at least four (4) days prior to the date of the regular meeting.
5. At least seventy-two (72) hours prior to the time of all regular meetings of the Board, an agenda shall be posted at the entrance to the District business office where it may be viewed by members of the public. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location. The Board does not have to act upon or discuss all matters which are included on the agenda, but no action shall be taken on any item not appearing on the posted agenda, except as otherwise provided by law.
6. The agenda shall include a statement giving information on general meeting procedures and on the public's right to address the Board on an item before or during the consideration of any agenda item to be considered by the Board.

7. Order of Business. The order of business shall generally be as listed below, however the presiding officer may, or at the request of another Director or staff member, take any item of business out of order.

- 7.1. I. Call to Order
- 7.2. II. Consent Calendar
- 7.3. III. Treasurer's Report
- 7.4. IV. Public Hearing
- 7.5. V. Visitors/Presentations
- 7.6. VI. Committee Reports
- 7.7. VII. Representative Reports
- 7.8. VIII. Old Business
- 7.9. IX. New Business
- 7.10. X. Manager's Report
- 7.11. XI. Directors' Reports & Comments
- 7.12. XII. Public Comments
- 7.13. XIII. Closed Session
- 7.14. X. Adjournment

8. Category Definitions and/or Procedures.

8.1. Call to Order. The presiding officer, at the time set for the meeting, shall call the meeting to order.

8.2. Consent Calendar. All items on the Consent Calendar may be approved without discussion upon motion duly made, seconded and approved by at least three Directors. At the request of a Director, a member of the staff, or a member of the public, an item on the Consent Calendar may be removed from the Consent Calendar and placed on the agenda with other items for discussion and consideration by the Board of Directors. Items which may be included on the consent calendar include:

- 8.2.1. Minutes of Board Meetings
- 8.2.2. Approval of Warrants
- 8.2.3. Secretary's Revolving Fund Report
- 8.2.4. Collector's Request
- 8.2.5. Resolutions

- 8.2.6. Treasurer's Report. The Treasurer's Report is a monthly report of financial transactions of the District submitted by the Treasurer of the District. The report is a non-action item which is filed for the annual audit.
- 8.3. Public Hearings. The procedure for public hearings shall generally be as follows:
- 8.3.1. Opening of hearing by presiding officer.
  - 8.3.2. Verification of notice of the hearing by the Secretary.
  - 8.3.3. A description of the purpose of the hearing shall be given and staff/consultants shall present such information, exhibits and recommendations as may be appropriate.
  - 8.3.4. The Secretary shall indicate or summarize all protests or correspondence which has been received on the issue to be heard.
  - 8.3.5. Hearing of persons speaking in favor of issue.
  - 8.3.6. Hearing of persons speaking in opposition of issue.
  - 8.3.7. Board members and staff shall attempt to answer such questions from members of the public as may be germane to the issues of the hearing.
  - 8.3.8. Board members and staff, after recognition by the presiding officer, may ask questions of members or the public who speak.
  - 8.3.9. Board members shall refrain from discussing the issues among themselves or expressing their personal views until all of the testimony has been heard and the hearing has been closed.
  - 8.3.10. The presiding officer shall continue or close the hearing.
- 8.4. Visitors/Presentations. Individuals, or their representatives, or a group of people who have requested to be put on the agenda to discuss a particular item or to make a presentation to the Board of Directors.
- 8.5. Committee Reports. Reports from committees of the Board on committee meetings held and business transacted.
- 8.6. Representative Reports. Reports from Board members representing the District on outside organizations on meetings held and business transacted.
- 8.7. Old Business. Items that have previously been brought before the Board. These can be action or non-action items.
- 8.8. New Business. Items that have not previously been brought before the Board. These can be action or non-action items.
- 8.9. General Manager's Report. Reports on activities and conditions of the District, correspondence, and miscellaneous business. These can be action or non-action items.
- 8.10. Directors' Reports & Comments. Provides an opportunity for Directors to make reports on meetings attended and to request that a topic be placed on the agenda of a future meeting.

- 8.11. Public Comments. Provides an opportunity for members of the public to directly address the Board on items within Board jurisdiction that are not on the agenda, provided that no action is taken except as allowed by law.
- 8.12. Closed Sessions. Closed sessions shall be held only as allowed by the Brown Act (California Government Code 54956.7 through 64957.7). Except as required by law, all proceedings in Closed Sessions shall remain confidential.
- 8.13. Adjournment. The presiding officer may declare the meeting adjourned.