

Agenda of Board Meetings

B-80

PURPOSE: This policy establishes the procedures to prepare Board agendas.

B-80-10 Preparation of Agenda. The District Manager, in consultation with the Board President, shall prepare the agenda for all regular, adjourned, special and emergency meetings of the Board in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926).

B-80-20 Form and Order. The agenda form and order shall be at the discretion of the District Manager. The District Manager consults with the Board President and may consult with legal counsel prior to issuing the agenda.

B-80-30 Additional Items. Board members may request to add agenda items at a Board meeting or may submit a request to the Board President. Absent an emergency, any matter to be included in the agenda shall be provided, along with written support material, to the Board Secretary at least eight (8) business days preceding the meeting. Requests to add an agenda item will be routinely respected unless there is a compelling reason to deny or delay such a request in the judgment of the District Manager in consultation with the Board President.

B-80-40 Public Requests. A request from the public for the addition of an agenda item for a regularly scheduled meeting of the Board shall be made in writing to the District Manager and shall be “a matter directly related to the District business.” Such requests will be routinely respected unless there is a compelling reason to deny or delay such a request in the judgment of the District Manager in consultation with the Board President. The District Manager shall consult with the Board President regarding the request. If the request is honored, the matter shall be considered by the Board at a future regular meeting.

B-80-50 Attachments. All agenda reports that have attachments — with the exception of the payment list — shall be included in the Board packet when delivered. If an attachment is not included in the Board packet, the item shall be provided to the Board in a timely manner and shall be made available to the public as required by law.

B-80-60 Matters Not on the Agenda. The Board may take public comment on matters not on the agenda at any meetings, but the Board shall not discuss nor take action on the matters until placed on an agenda.

B-80-70 Special Circumstances. Only matters listed on the agenda may be discussed and acted upon by the Board, except in accordance with applicable law.

B-80-80 Public Review of Agendas. Agendas for regularly scheduled meetings of the Board shall be posted in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) at least seventy-two (72) hours prior to the meeting. Agendas for special meetings shall be posted similarly at least twenty-four (24 hours) prior to the meeting.