

MEETING AGENDA PREPARATION	EFFECTIVE DATE
	10/30/2018

**4205.1 Agenda preparation**

The Board President and Administrative Director / CEO shall jointly prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the Board President and request an item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

**4205.2 Public Requests for Matter to be Included on Agenda**

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:

- a. The request must be in writing and be submitted to the District Office, together with supporting documents and information, if any, at least seven business days prior to the date of the meeting. The Administrative Director / CEO shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The Administrative Director / CEO shall determine the timing of when the item will be placed on the agenda.
- b. If denied a place on the agenda, the public member requesting the agenda item may appeal the Administrative Director / CEO's decision at the next Regular Meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting. No matter legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
- c. 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.

**4205.3 Agenda Descriptions**

All Board agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The Administrative Director / CEO shall ensure that the description gives notice to the public of the essential nature of business to be considered.

- a. **Consent Calendar.** These matters include routine financial and administrative actions and are identified with an asterisk (\*). All items on the

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consent calendar will be voted on as a single action at the beginning of the meeting under the section titled "Consent Calendar" without discussion. If you wish to discuss an item on the Consent Calendar, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

- b. **Regular Calendar.** These items will be individually discussed and include all items not on the consent calendar, all public hearings and correspondence.
- c. **Closed Session.** Is the portion of the meeting conducted in private without the attendance of the public or press to discuss certain confidential matters specifically permitted by the Brown Act. The public will be provided an opportunity to comment on any matter to be considered in closed session prior to the Board adjourning into closed session.

**4205.4 Agenda Posting**

Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. Agendas are typically posted on the Internet on Friday afternoons preceding a Monday meeting. Posting occurs in a place that is freely accessible to the public and on the District's website.

**4205.5 Agenda Packages**

Distribution of agenda packages and other materials to Board Members shall occur at substantially the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board.

**4205.6 Meeting Materials not in Agenda Package**

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District Office. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website

**4205.7 Closed Sessions**

The Board may conduct a Closed Session during a properly noticed meeting for certain matters, as identified on the properly posted agenda, when it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session

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item before going into closed session.

**4205.8 Items not on the agenda**

The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days, as authorized by the Brown Act.