

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE: Board Meeting Agenda**

**POLICY NUMBER: 5020**

**ADOPTED: September 20, 2005**

**AMENDED: 7/9/2015**

**LAST AMENDED: March 9, 2022**

**5010.10 AGENDA CREATION**

The General Manager, or his/her designee, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the General Manager and request any item be placed on the agenda no later than five working days before a regular meeting and no later than 48 hours prior before a special meeting. After an agenda is posted, agenda items may only be added if the Board determines (by a 2/3 vote) that there is an immediate need to take action and the need arose after the posting of the agenda.

**5010.20 ADDITION OF AGENDA ITEMS BY PUBLIC**

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:

1. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, ten (10) calendar days prior to the date of the meeting;
2. The General Manager shall be the judge of whether the public request is or is not a matter directly related to District business.
3. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted for addition to the agenda;
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.
5. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

### **5010.30 POSTING OF AGENDAS**

The Board secretary will be responsible for posting and distributing Board meeting agendas in compliance with the Ralph M. Brown Act and Policy #5010, "Board Meetings".

### **5010.40 AGENDA ORDER AND FORMAT**

Agendas for regular Board meetings shall typically follow the below format and order. Agenda items will normally be discussed/considered in the order in which they appear on the agenda unless special circumstances exist. If special circumstances exist, the Board President (Chairperson) shall determine the order in which agenda items shall be considered for discussion and/or action by the Board. The Board may take action on any item listed on the agenda.

1. Call to Order: Chairperson officially begins the meeting.
2. Pledge of Allegiance and Roll Call: Chairperson initiates Pledge of Allegiance and Board Secretary takes roll of Directors in attendance.
3. Reading of Mission Statement: Chairperson reads the District mission statement to remind all why the District exists and to ensure that Board discussion and action centers around the mission.
4. Public Comment: Typically, comments received during the Public Comment portion of the agenda should deal with items not listed on the agenda. No action will be taken or conducted on items not listed on the agenda; however staff may be directed to place the item on a future agenda for consideration of action. In response to comments received during Public Comment, clarifying statements may be given by the Board or staff.
5. Communications: All written communications including letters, memoranda and similar documents addressed to the Board of Directors or District may be discussed during this portion of the agenda.
6. Presentations: Any presentations given by or involving other parties may be placed under Presentations.
7. Consent Agenda: Board meeting minutes, financial statements and non-controversial items such as but not limited to proclamations, resolutions of appreciation, procedural resolutions required by funding agencies and rescission of policies, resolutions and ordinances may be placed on the Consent Agenda and said Consent Agenda may be approved with a single motion. A Director may request that any item on the Consent Agenda be removed for separate consideration by the Board in the same or future meeting.
8. Old Business: Items that have appeared and were considered by the Board on a previous agenda may be considered under Old Business on the Agenda.

9. New Business: Items that have not previously been considered by the Board and which do not qualify for consideration on the Consent Agenda shall be heard under New Business on the agenda.
10. Reports: Director and staff reports will be discussed during this portion of the agenda. No action will be taken on items or issues associated with reports; however staff may be directed to place the item on a future agenda for consideration of action.
11. Closed Session: Any items that qualify to be discussed/considered in closed session by the Ralph M. Brown Act will be placed under Closed Session. Only Directors, staff and relevant District consultants may be present during the discussion/consideration of Closed Session items.
12. Adjourn: The Chairperson shall officially adjourn the meeting when discussion/consideration of all matters on the agenda is complete.