

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

**POLICY TITLE: Board Meeting Conduct**

**POLICY NUMBER: 5030**

**ADOPTED: September 20, 2005**

**AMENDED: March 9, 2022**

**5030.10 GENERAL MEETING CONDUCT**

Meetings of the Board of Directors shall be conducted by the Chairperson (Board President or Vice President for Board Meetings and assigned Director for Board Committee Meetings). The Chairperson will be responsible to ensure that Board Meetings are conducted in accordance with Policy # 5070, "Rules of Order for Board Meetings". The Chairperson shall also ensure that both Board and Committee Meetings are conducted as follows:

1. Meetings shall commence at the time stated on the agenda and shall be guided by the agenda.
2. Meetings shall be run in an efficient and thorough manner that makes the best use of the Board's, staff's and public's time.
3. To the fullest possible extent, meetings shall be conducted in a manner that enables Directors to effectively consider problems and opportunities, receive reports, and take any necessary actions needed for District operations or improvement.

**5030.20 PUBLIC COMMENT CONDUCT**

The Chairperson shall ensure that the times set aside in Board Committee Meetings for public comment are conducted as follows:

1. Five minutes may be allotted to each speaker.
2. If a large number of public members wish to provide comment on a particular item, the Chairperson may reduce the amount of time for each person to less than 5 minutes to ensure all members have an opportunity to address the Board. Such reduction in time shall be announced by the Chairperson at the beginning of the public comment period.
3. Public members providing public conduct shall not conduct themselves in a manner that is disruptively noisy, profane, or creates a health or safety risk to members of the Board, staff or other members of the public. Public members conducting themselves

in such a manner will be given one verbal warning by the Chairperson. If the public member persists in such behavior, the Chairperson may revoke that person's privilege of addressing the Board.

### **5030.30 WILLFUL DISRUPTION NOT ALLOWED**

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. Among other things, this may include conduct that is loud; noisy; disruptive; disturbing; creates a health or safety risk to Board members, staff or other members of the public; or makes it difficult to conduct District business. If the Chairperson finds that there is willful disruption of any meeting, he/she shall adhere to the following:

1. Ask the person(s) to stop such behavior immediately.
2. If the person(s) persists in willful disruption after being asked to stop, the Chairperson may order the person(s) to leave the building where the meeting is being conducted.
3. If the person(s) refuses to leave the meeting, the Chairperson or the General Manager shall contact law enforcement.
4. If any person(s) are ordered to leave the meeting due to willful disruption, the Board shall only consider matters appearing on the agenda.