

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

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020  
**ADOPTED:** September 20, 2005  
**AMENDED:** July 9, 2015

**5020.10** 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 to be placed on the regular meeting agenda no later than 5 working days prior to the meeting date.

**5020.11** Any Director may contact the General Manager and request any item to be placed on a special meeting agenda no later than 48 hours prior to the meeting time.

**5020.20** 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:

**5020.21** 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;

**5020.22** The General Manager shall be the judge of whether the public request is or is not a "matter directly related to District business."

**5020.23** No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

**5020.24** 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.

**5020.30** 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.

**5020.40** At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office and any public bulletin board or website maintained by the District.

**5020.41** The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

**5020.50** The regular meeting agenda shall be prepared containing the following items:

**5020.51** Call to Order: The President will call the meeting to order and conduct the Pledge of Allegiance.

**5020.52** Public Comments: 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.

**5020.53** Communications: All written communications including letters, memoranda and similar documents addressed to the Board of Directors may be discussed during this portion of the agenda. No action will be taken on communications items; however staff may be directed to place the item on a future agenda for consideration of action.

**5020.54** 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.

**5020.55** 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.

**5020.56** 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.

**5020.57** 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.