

**— MANUAL of POLICIES —**

POLICY TITLE  
**BOARD MEETING AGENDA**

POLICY NUMBER  
**1062**

The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Trustees in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54956). Any Trustee may call the General Manager and request any item to be placed on the agenda no later than 4:00 P.M. on the Thursday prior to the closing of the agenda for the next meeting date.

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 Trustees, subject to the following conditions:

The request must be in writing and be submitted to the General Manager or Board President together with all supporting documents and information, if any, at least ten business days prior to the date of the meeting;

The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may request redress of the General Manager's decision at the public comment section of the next regular meeting of the Board of Trustees. Any Trustee may request that the item be placed on the agenda of the Board's next regular meeting.

No matter which is legally a proper subject for consideration by the Board in closed session shall be accepted under this policy.

The Board of Trustees 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. In addition, speakers addressing the Board at the public comment portion of the meeting shall be limited to three minutes, unless such time is extended by the Board President at his or her discretion.

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.

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. The agenda shall be posted on the website for public information at the same time. All information made available to the Board of Trustees (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

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

*Adopted December 9, 2020*