

# *Ponderosa Community Services District*

**Policy Title:** Board Meeting Agenda

**Policy Number:** 102

**102.1** The Office Manager in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the Office Manger and request any item to be placed on the agenda no later than 5:00 p.m. on the Friday prior to the meeting date.

**102.1.1** If the board receives notice of a business item with insufficient time to include the item on the regular agenda, and it is determined that the item needs timely action, and there is sufficient time to call and post notice of a special meeting. A special meeting will be called to run concurrently with the regularly scheduled meeting.

**102.1.2** Any item that is not listed on the agenda can be added to the agenda by a 4/5 majority vote of the board. These items should be considered in need of timely discussion and action that cannot wait until the next regular board meeting for determination, and there is insufficient time to call and post notice for a special meeting to run concurrently with the regular meeting.

**102.2** 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:

**102.2.1** The request must be in writing (includes email) and be submitted to the Office Manager/Board Secretary together with supporting documents and information, if any, on the Friday prior to the date of the meeting;

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

**102.2.3** 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. The standard will be 3 minutes per speaker but remains at the discretion of the board.

**102.3** 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.

**102.4** 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 on the bulletin board outside the District office and on the district website.

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