

# **NEWBERRY COMMUNITY SERVICES DISTRICT**

**POLICY TITLE: Board Meeting Agenda**  
**POLICY NUMBER: 5020**

**5020.1 Agenda preparation.** The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. (Cal. Govt. Code, section 54950-54963) Any Director may call the General Manager and request any item to be placed on the agenda no later than 3:00 P.M. two days prior to the posting of the agenda for the next meeting date. **Every timely-submitted agenda item will be placed on the upcoming agenda** (per Section 5020.4).

**5020.1.1** Agenda items shall be submitted by email or in writing and contain the following: Subject (possible motion), Reason and Support for need, and Recommended Action.

**5020.2 Public Requests.** 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:

**5020.2.1** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

**5020.2.2** 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 appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

**5020.2.3** 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 anyone person to speak on the issue at the meeting. The Board President may also extend the time made available on any issue upon request of the speaker or any member of the Board.

**5020.2.4** No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

**5020.2.5** 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 take action on such matters at that meeting.

**5020.3 Agenda descriptions.** All Board agendas shall include a clear and

unambiguous description of each item on the agenda to be discussed or action by the Board, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered. All reports will be in writing and included in the supporting documents.

**5020.4 Agenda posting.** Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. A touch screen electronic kiosk may take the place of the paper posting. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall also be accessible in an open format.

*Reviewed and adopted on June 27, 2023*

*Reviewed and adopted on February 23, 2021*

*Reviewed and adopted by the Board of Directors on February 27, 2018*