
Biola Community Services District

POLICY HANDBOOK

POLICY TITLE: AGENDA PREPARATION**POLICY NUMBER: 2901**

2901.1 This policy shall apply to District General Manager, Board President, and Board Members

Board Meeting Agenda Preparation:

The General Manager is responsible for drafting the board agenda in consultation with the Board President. The agenda must be drafted and finalized in time to allow the Board of Directors to receive it via email the Friday prior to the regular meeting of the Board. Hard copies will be available at the board member's request.

In the event that circumstances require that an item be added to an agenda after it has been made public, the General Manager, in consultation with the Board President, will distribute an updated agenda or addendum and any appropriate supporting materials as soon as practicable.

Members of the Board and members of the public who wish to propose an agenda item must submit the item and all accompanying materials by 2:00 p.m. on the second Wednesday of the month. Submissions received after this deadline will not be accepted and will be considered for inclusion in the agenda of the following month. The General Manager, in collaboration with the Board President, will assess whether the proposed item falls within the Board's jurisdiction and decide whether to include it in the upcoming regular Board meeting.

Board Meeting Posting:

At least 72 hours before a regular meeting, the Clerk shall post the agenda for the regular meeting of the Board. The agenda shall consist of a description of each item to be considered by the Board in compliance with Government Code section 54950. The agenda shall indicate the time and location of the meeting and shall be posted as required by law and in compliance with Board Bylaws.

Board Meeting Preparation:

The District's General Manager shall ensure that administrative staff supply appropriate supporting information to assist the members of the board to make an informed decision. The supporting information will be provided to each board member electronically in the board meeting agenda packet. From time to time, the General Manager may need to provide supporting material after delivery of the agenda packet. In such cases, the General Manager will also provide hard copies of printed agendas and will be available to the public at the time of the meeting.

To ensure District staff are prepared to address agenda items presented by the District, Board members agree to the following:

- a) Board will review and be familiar with the agenda packet materials before each board meeting.
- b) Board members who have questions on any agenda item will notify the General Manager at least 48 hours prior to the regular board meeting. This will ensure staff has sufficient time to gather any additional information necessary to respond to the Board members question(s). All request for information shall be directed to the General Manager.