

Ponderosa Community Services District

Effective date: March 2023

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POLICY

Revised 102

Approved by: Board of Directors

ADM - 102 Creating Board Meeting Agenda

This policy applies to any agendas for regular, special, and emergency meetings.

1. Regular board meetings

The board secretary shall prepare an agenda for each regular meeting of the Board of Directors. Furthermore, a regular meeting draft agenda shall be provided for director review no later than 48 hours prior to the agenda posting deadline.

A. Adding agenda items

The Board President or Any Director may contact the board secretary with an agenda item request no later than 7 am, 5 days prior to a scheduled meeting.

Exception: when notified 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.
- THEN a special meeting will be called to run concurrently with the regularly scheduled meeting.

Exception: Any item that is not listed on the agenda can be added to the agenda by a four-fifths majority vote of the board.

- IF there is 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.

B. Public agenda item 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.

Stipulations:

- The request is provided no later than 7 am, 5 days prior to a scheduled meeting.
- The request is preferably in writing, email, or text, although verbal request may be considered.
- No item that is legally required to be discussed in closed session can be added to a regular meeting agenda.

2. Special Meetings

The board secretary shall prepare an agenda for each special meeting of the Board of Directors. The agenda will be made available for director review as soon as possible before the special meeting.

A. **Additions:** Special meetings are not intended for regular business items. Additions can only be made in rare circumstances.

3. Emergency meetings

When possible, an emergency meeting agenda will be created. In the event of an emergency meeting, it is unlikely the agenda will be available for director review prior to the meeting.

4. Posting requirements

Regular meeting agenda must be posted no less than 72 hours prior to the scheduled meeting date.

Special meeting agenda must be posted no less than 24 hours prior to the to the scheduled meeting date.

Emergency meeting agenda, if available, must be posted as soon as reasonably possible.

5. Alteration to posted agenda

No changes can be made to agenda item descriptions on an already posted agenda.

Exception: If the agenda was posted before the 72-hour deadline, items can be altered, added, or removed. The agenda is reposted as a *revised* agenda by the 72-hour deadline.