

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	5020 – BOARD MEETING AGENDA		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	15-23	Revised:	

Purpose

The purpose of this policy is to ensure that agendas for Board meetings will be prepared in accordance with laws of the State of California, adequately noticed and that meeting materials will be made available to the public.

Policy Statement

Section 1: Setting of Agenda

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 (California Government Code §54950 *et seq.*) and consistent with Chapter 3, Article 5 of the California Municipal Utility District Act, Public Utilities Code §11907 *et seq.* Any Director may contact the General Manager and request any item to be placed on the agenda no later than 5:00 P.M, ten (10) business days prior to the next regularly scheduled Board Meeting.

Section 2: Public Requests for Agenda Items

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:

1. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, no later than 5:00 P.M, ten (10) business days prior to the date of the next regularly scheduled meeting;
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.

Section 3: Time Limits

The President of the Board of Directors, with the concurrence of a majority of the Board 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.

Section 4: Public Comment

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.

Section 5: Closed Session Items

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

Section 6: Posting of Agenda

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 in a place that is freely accessible to members of the public (California Government Code §54954.2 (a)(1)). The agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information deemed privileged in accordance with state law as advised by the District's legal counsel) shall be available for public review prior to the Board meeting.

Section 7: Special and Emergency Meeting Agendas

In conformance with Policy 5010, the agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas. The agenda for an emergency meeting will be posted at least one hour before commencement of the emergency meeting.