

RESOLUTION NO. 2013-1977

A RESOLUTION APPROVING REVISED BOARD POLICY B-30:  
BOARD MEETING AGENDA

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

WHEREAS, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, such policies may need to be updated,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policy: Board Policy B-30: Board Meeting Agenda, a copy of which is attached as Exhibit A by reference incorporated herein.

The previously approved Board Policy B-30: Board Meeting Agenda is hereby revoked and declared null and void.

If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

\* \* \* \* \*

I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 2<sup>nd</sup> day of May 2013, by the following vote of the members thereof:

AYES, and in favor thereof Members: *Clark, Elias, Greenfield, Murray, Schrieber*  
NOES, Members: *None*  
ABSENT, Members: *None*  
ABSTAIN, Members: *None*

*Carolyn A Memmott*  
\_\_\_\_\_  
Carolyn A Memmott, District Secretary

APPROVED:

*Megan Clark*  
\_\_\_\_\_  
Megan Clark, President of Board of Directors



(seal)

**Board Meeting Agenda**  
**B-30**

**PURPOSE:** This policy establishes the procedures to prepare Board agendas.

**B-30-10 Preparation of Agenda.** The General Manager, in cooperation with the Board President, shall prepare the agenda for all regular and special meetings of the Board in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926).

**B-30-20 Form and Order.** The agenda form and order shall be at the discretion of the General Manager. The General Manager shall submit the agenda for approval to the Board President and legal counsel prior to issuing it.

**B-30-30 Additional Items.** Board members shall request to add agenda items at a Board meeting (see B-20-40). Any matter to be included in the agenda shall be provided, in writing, to the Board Secretary at least five (5) business days preceding the meeting. Such requests will be routinely respected unless there is a compelling reason to deny or delay such a request.

**B-30-40 Public Requests.** A request from the public for an additional agenda item for a regularly scheduled meeting of the Board shall be made in writing to the General Manager at least five (5) business days prior to the date of the meeting and shall be “a matter directly related to the District business.”

**B-30-50 Attachments.** All agenda matters that have attachments—with the exception of the warrant list—shall be included in the Board packet when delivered. If an attachment is not included in the Board packet, the item shall be provided to the Board in a timely manner.

**B-30-60 Matters Not on Agenda.** The Board may take public testimony at regular and special meetings on matters not on the agenda, but the Board shall not discuss nor take action on the matters at the meeting.

**B-30-70 Special Circumstances.** Only matters listed on the agenda may be discussed and acted upon by the Board, except in one of the following circumstances: 1—An “emergency situation” is declared by majority vote of the Board, 2—A need to take immediate action on a matter that arises after the agenda is posted is declared by a two-thirds vote of the Board, or unanimous if less than two-thirds of the Board is present, and 3—An item on a posted agenda is continued from a regular meeting held not more than five (5) days prior.

**B-30-80 Public Review of Agendas.** Agendas for regularly scheduled meetings of the Board shall be posted conspicuously outside the District’s front gate and on the District website in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) at least seventy-two (72) hours prior to the meeting. Agendas for special meetings shall be posted similarly at least twenty-four (24 hours) prior to the meeting.

Resolution No. 2013-1977

Date Approved: May 2, 2013

President of the Board

Supersedes: July 9, 2013