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#### *4.12 Conflict of Interest*

Directors shall abstain from participating in consideration on any item involving a legally prohibited conflict of interest and shall declare the nature of the conflict to the Board.

#### *4.13 Meeting Room Preparation*

The Board Secretary shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

### **5 BOARD MEETING AGENDA**

The General Manager (or his designated representative(s)), *shall* cooperate with the Board President (or Board designated Board member), to marshal the necessary resources to prepare and agenda for each regular and special meeting of the Board of Directors. All agenda items shall be submitted for approval per Sections 5.3.2 and 5.4.2.

#### *5.1 Board Meeting Agenda*

All agenda items and supporting information shall be submitted in writing, available in both standard electronic and paper forms. This information shall be delivered to Board members at least 72 hours prior to a regular Board meeting, and at least 24 hours prior to a special Board meeting. All open session information shall be made available to the public on the same timeline. This requirement is applicable all open session and closed session agenda items for the Board. The General Manager is responsible for all staff originated agenda items, and as well, for providing for, in a timely manner, all GCSD specific information requested to complete the agenda items submitted by others.

#### *5.2 Public Address to Board Members*

A portion of each agenda for each regular or regular adjourned meeting shall provide an opportunity for members of the public to directly address the Board members on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. The public is asked to follow the Guidelines for Public Comment at Board Meetings (Exhibit B) in addressing the Board.

#### *5.3 Agenda Items from Directors*

Any Director may call the General Manager, or in the absence of a General Manager the Board President, and request that any item be placed on the draft agenda no later than 4:00 o'clock p.m. ten (10) calendar days prior the next scheduled Board meeting. All agenda requests are subject to approval per Section 5.3.2.

##### *5.3.1 Written Request*

The request must be in writing or any other form of written electronic correspondence, and include supporting documents and information, if applicable. All materials relating to the request must be delivered by the deadline specified in Section 5.2.

##### *5.3.2 Agenda Request Acceptance*

The Board President (or Board designated Board member) shall be the sole judge of whether an agenda item request is or is not a "matter directly related to District business." This decision may be appealed to the Board at the next regularly scheduled meeting.

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#### *5.4 Agenda Items (from members of the public)*

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:

##### *5.4.1 Written Request*

The request must be in writing or any other form of written electronic correspondence and be submitted to the General Manager (or other responsible employee designated by the Board to accept agenda items from the public) together with supporting documents and information, if any. All materials relating to the request must be delivered by the deadline specified in Section 5.2.

##### *5.4.2 Agendizing Public Requests*

The Board President (or Board designated Board member) shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

Note: Only an elected public official shall have approval authority over agenda items submitted by members of the public.

##### *5.4.3 Agenda Requests for Closed Session Items*

No matter (or item) which is legally a proper subject for consideration by the Board in open session will be accepted for closed session.

Note: The idea here (above) is to minimize the amount of closed session items

#### *5.4.4 Time Limit to Consider Agenda Item*

The Board President on his or her own authority, or after considering requests from Board Members, 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.

#### *5.5 Correspondence to the Board*

To a requested response to correspondence, any Board member or staff may agendize the item and/or propose a written response to be presented to the Board of Directors for consideration at the next regularly scheduled meeting- subject to the scheduling constraints of Section 5.3. A response must be provided.

##### *5.5.1 Response Copies to Board*

Where a response to correspondence is requested or where the General Manager, or other responsible employee designated by the Board believes a response is needed, the General Manager, or other responsible and designated employee will cause a response to be transmitted to the author with copies to the Board as soon as workloads allow but no later than ten working days following receipt.

##### *5.5.2 Director Reaction to Correspondence*

Board members may respond individually to correspondence addressed to the whole Board, but must make it explicitly clear in all correspondence that they are speaking for themselves only, and are not representing the whole of the Board.

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## 5.6 *Non-agendized Requests (from the public)*

This policy does not prevent the Board from taking testimony at regular meetings of the Board on matters that are not on the agenda that 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. The Board may ask clarifying questions of the member of the public providing the public comment, or refer the issue to staff for future investigation.

## 5.7 *Director Comments*

Each Board Meeting agenda shall include a time allocated for Director Comments. This affords an opportunity for each Director to present information within the District's subject matter jurisdiction to the Board that he or she has acquired, which would be of interest to the entire Board.

### 5.7.1 *Appropriate Content*

Directors may make brief comments on any topic that lies within the jurisdiction of the Board of Directors, whether or not related to an item on the agenda for that meeting.

### 5.7.2 *Excluded Content*

The following are not appropriate for inclusion in Director Comments:

1. Confidential information.
2. Subjects appropriate for Closed Session, and comments revealing the content of Closed Sessions.
3. Charges or complaints against a District Employee.
4. Personal, impertinent, or slanderous remarks.

### 5.7.3 *Time Limits*

At the commencement of the Director Comments agenda item, the Presiding

Officer may, unless a majority of the Board objects, allot a maximum amount of time for each Director, and a maximum amount of time for each topic. The Board has discretion to act to extend such time limitations by majority vote.

### 5.7.4 *Discussion*

Since Director comments are not agendized as to content, no public input or Board discussion of Director comments will be allowed.

## 5.8 *Conspicuous Agenda Posting*

At least seventy-two (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 conspicuously for public review to include the following places:

- (a) On the front door of the District office.
- (b) On the District Website.

### 5.8.1 *Conspicuous Agenda Posting (special meetings)*

The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same manner and at the same locations noted above in section 5.8, Conspicuous Agenda Posting (see also Chapter 4 BOARD MEETING PROCEDURES).

## **6 BOARD MEETING CONDUCT**

The Chairperson shall conduct meetings of the Board of Directors in an orderly and respectful manner, as prescribed within these policies in a manner that is consistent with the policies of the District.

### 6.1 *Conduct Objective*

The conduct of meetings shall, to the fullest possible extent, enable Directors