

## PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020  
**AMENDED:** \_\_\_\_\_

**5020.10** The Harbor Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Commissioners. ~~Any Commissioners may call the President of the Board and request any item to be placed on the agenda no later than 12:00 noon the Monday of the week the agenda is published (more than a week prior to the meeting date).~~

**5020.20**

~~5020.10~~ ~~Any Commissioner may request an item be placed on a future agenda by discussing the request during the declaration of "Future Agenda Items" section of the regular agenda. If a majority of the Commission approves including that matter on an upcoming agenda, then staff will prepare a staff report for the next available agenda, as determined by the Harbor Manager in cooperation with the Board President, unless otherwise directed by the Commission.~~

**5020.1530** Any Commissioner may call the President and request that an item of importance be pulled from said agenda due to the Commissioner's absence from that meeting. That item, unless a specific deadline or statutory requires it to be heard, may be pulled from the agenda at the discretion of the President.

**5020.20** ~~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 Commissioners, subject to the following conditions:~~

~~5020.21~~ ~~The request must be in writing and be submitted to the Harbor Manager together with supporting documents and information, if any, at least fifteen (15) business days prior to the date of the meeting;~~

~~5020.22~~ ~~The Harbor Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."~~

~~5020.23~~ ~~No item shall be placed on the open session agenda which is legally a proper subject for consideration by the Board in closed session.~~

~~The Board of Commissioners 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.~~

~~The item may be placed on the next available agenda at the discretion of the Harbor Manager and President.~~

**5020.3040** 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.

**5020.4050** 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 within the District office and pursuant to the Brown Act regulations.

**5020.4160** The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

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