

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.

5020.20 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.

5020.30 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.

5020.40 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.

5020.50 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 Brown Act regulations.

5020.60 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.