



SLOUGHHOUSE

Resource Conservation District

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SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

Agenda Development Policy

Adopted September 9, 2020

The purpose of this policy is to guide the process of the Sloughouse Resource Conservation District (SRCD or the District) in developing effective and efficient agendas for regular and special meetings of the SRCD Board of Directors. This policy should be seen as an operational guideline not a set-in stone rule. By passing this policy, the SRCD Board of Directors realizes that these guidelines may not fit every situation and when that happens the California Brown Act should be followed.

Overview

- SRCD Staff will prepare an agenda for each meeting.
- Before posting the agenda, Staff will provide the agenda to the Board Chair (or Vice Chair if the Chair is unavailable or plans to be absent from the meeting) for review. The Board Chair will evaluate the agenda for consistency, grammatical and formatting errors, and legal requirements for special district agendas.
- An item placed on the agenda at the request of a SRCD Director shall not be removed from the agenda unless it is determined to not meet the legal requirements for special district agendas. If an item is removed, the SRCD Board Chair will notify the requesting Director of the decision with an explanation as to why it was removed.
- SRCD Staff should consult legal counsel for closed sessions and if there are any legal questions that cannot be answered by Staff or Directors.

Requesting an Item be placed on the Agenda

- All SRCD Directors can request to have an item placed on any regular agenda either as a discussion item or an action item. The request should be made at the end of each Board meeting or submitted to Staff after the meeting, according to the timeline described below. Directors should submit their request directly to SRCD Staff.
- If the Director wishes, they may submit a resolution, policy, or other documents to support the item to be discussed.
- At the beginning of each Board meeting, any Director may request to have an agenda item removed from the agenda. If there are differing perspectives, a vote of the majority will decide if the item is to remain on the agenda.

Timing

The following timetable will be used to guide the preparation of the agenda:

Days Prior to Meeting	Staff / Chair Actions	Members of the Board Actions
8 or more	Prepare regular and recurring items.	Any Director may request an item be added to the agenda.
7	Staff, in consultation with Chair, prepares the agenda.	
5	Agenda finalized and formally posted (via email, the SRCD website, and at the meeting location).	All Directors should review the agenda before each meeting.
0	Meeting	At the start of the meeting, any Director can make a motion to remove or table any item.

Extenuating Circumstances

- The goal will be to post the agenda 5 days prior to the meeting to encourage community participation in the meeting. However, should a Director-request a new item be added to the agenda 4 or 5 days before the meeting, after the agenda has been set, they may submit the request with justification to Staff for consultation with the Chair. The item will be added to the agenda as long as this will not delay posting 72 hours prior to the meeting.
- When an urgent or emergency issue arises that requires immediate action, a special meeting may be called by the Chair based on input from Staff and/or one or more Directors.

Policy adopted by the Board of Directors of the Sloughhouse Resource Conservation District on September 9, 2020 by the following vote:

Ayes: Washburn, Silva, Garms, Schneider

Noes:

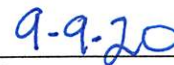
Abstain:

Absent: Lopes

I, the undersigned, hereby certify that I am the duly appointed and acting Secretary of the Sloughhouse Resources Conservation District, and that at a meeting of the Board of Directors of the District held on September 9, 2020 that the Agenda Development Policy has not been rescinded or amended since the date of its adaptation and that it is now in full force and effect.



SRCD Secretary, Austin Miller



Date