

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

1. The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 P.M. one week prior to the meeting date. The General Manager and the requesting Director shall discuss the timing of the item and when it will be placed on an agenda and who will have ownership of that item. The Chair and the General Manager must reviews and agree to the agenda~~has final review of the Agenda~~ prior to circulation.
 - a. The agenda information packets shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.
2. 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:
 - a. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least one week prior to the date of the meeting.
 - b. The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
 - c. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
 - d. The Board of Directors 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.
3. This policy does not prevent the Board from taking testimony at regular 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.

4. An agenda, which includes 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 in accordance with the provisions of the Ralph M. Brown Act.
 - a. The agenda for a special meeting shall be posted within the District Office in accordance with the provisions of the Ralph M. Brown Act.

