

KNIGHTS LANDING COMMUNITY SERVICES DISTRICT
POLICY RE: BOARD MEETING PROCEDURES

A. GENERAL PRINCIPLES.

All directors have a right to bring business of the District before the Board, subject to an orderly process for adding items to the agenda for Board meetings. The procedures described in this policy relate to the right of directors to add items to the agenda and practices that directors must avoid to prevent violations of the Ralph M. Brown Act. (Cal. Govt. Code section 54950 et.seq.).

B. BOARD MEETING AGENDA

1. **Preparation of the Agenda.** The General Manager, in consultation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act.

a. Employees or staff of the District, other than the General Manager, do not have authority to prepare the agenda without approval by the General Manager or President. Directors should not request that District staff add any items to the agenda for meetings of the District.

b. Any director may communicate in writing (by email or otherwise) with the General Manager or Board President at least one week prior to a regular meeting of the Board, to request that an item of District business be added to the agenda for the upcoming or subsequent meetings. The Board President shall exercise reasonable discretion whether to add the requested item to the agenda for a regular or special meeting of the Board, with due consideration of the right of directors to add items to the agenda, the time necessary to conduct other business of the District, and the orderly conduct of District business at Board meetings.

c. At each meeting of the Board, an agenda item shall be included for "Future Agenda Items," and any director has the right at the time of discussing that item to request that certain item(s) be added to the agenda for future regular or special meetings of the Board. If necessary, the director requesting that certain items be added to a future agenda may make a motion to add specific item(s) to the agenda for a future meeting of the Board. If such motion is seconded and approved by a majority vote of the quorum of directors present at the meeting, then such item(s) shall be added to the agenda for a future meeting of the Board within a reasonable time after the motion is approved, depending on the time necessary to conduct other business of the Board.

2. **Agenda Item Descriptions.** At any time that a director requests an item be added to a future agenda, whether by the process described in Section 1.b or 1.c. herein, the director must provide a brief general description of the item requested to be added to an agenda, in compliance with Govt. Code section 54954.2(a). A "brief general description" of the agenda item must be sufficient to give the members of the public a fair chance to participate in matters of particular or general concern by providing the public with more than mere clues from which they must guess or surmise the essential nature of the business to be considered by the District.

C. PROHIBITED COMMUNICATIONS AMONG DIRECTORS

A majority of directors shall not, outside a regular or special meeting of the Board, use communications of any kind, or a series of communications, directly or indirectly through intermediaries, to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the District. This prohibition applies to all forms of communication, including verbal, text, email, or other communications.