Live Well. Health Matters.

POLICY TITLE: BOARD MEETING CONDUCT
POLICY NUMBER: 2100

COMMITTEE APPROVAL DATE:	12/1/2025	**WRITTEN/REVISED BY**:	T. BAKALY
BOARD APPROVAL DATE:	01/28/2026	**SUPERSEDES:**	01/25/2023

POLICY:

2100 It is the policy of the Beach Cities Health District ("District") to conduct meetings in a manner consistent with Policy number 2090, "Rules of Order for Board and Committee Meetings". These guidelines also reflect the District's **Resolution 593 on Elevating the Principles of Civility:** listen first; respect different opinions; be courteous, disagree constructively; and deliberate the policy, do not debate the person.

GUIDELINES:

2100.1 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

2100.2 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

2100.2.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

2100.2.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

2100.3 To ensure that all members of the General Public have the opportunity to participate in the meetings of the Board of Directors of the Beach Cities Health District, the Board has established provisions as follows for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors:

2100.3.1 The Board has adopted a policy of allowing up to three (3) minutes for any item within and related to the jurisdiction of the District not on the agenda that a member of the public identifies at the beginning of the meeting under the agenda item "Public Discussion."

2100.3.2 The Board shall refrain from engaging in a discussion on items not on the agenda. Any response on items not on the agenda should be referred to staff or, by a majority of the Board, be put on the agenda for a future meeting.

2100.3.3 For agenda items, members of the public may speak once per agenda item, for up to three (3) minutes any time prior to a vote at the time specified for public comment.

2100.3.4 A maximum of fifteen (15) minutes total per meeting will be allowed for each member of the public.

2100.3.5 Decorum.

2100.3.5.1 No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct that interrupts the meeting shall be grounds for removal from the meeting or hearing. The Chair may remove from the meeting any person or persons as permitted by applicable law.

2100.3.5.2 Directors shall practice the procedures delineated in **Policy 2180, Code of Ethics**, specifically:

> When responding to constituent requests, complaints or concerns, Directors shall be courteous, responding to individuals in a positive manner and in their discretion may route their questions through appropriate channels and to responsible management personnel. Directors are not expected to know all operational details or have the reported outcome. However, the Board may in its discretion let constituents know that they or the Chief Executive Officer will follow up with a timely response.

2100.4 A copy of this Policy shall be made available to the public at each Board Meeting.

2100.5 In order to adhere to this policy, the Chair of the Meeting shall follow the procedures as outlined below:

2100.5.1 During the "Public Discussion" agenda item, the Meeting Chair shall advise any members of the public wishing to address the Board on items not on the agenda that they may do so at this time.

2100.5.2 After each agenda item has been motioned and seconded (if applicable), members of the public will be given an opportunity to speak.

2100.5.3 The Chair shall advise any member of the public wishing to address the Board that they will have up to three (3) minutes for each item identified with a maximum time of fifteen (15) minutes for the entire meeting.

2100.5.4 As the member of the public addresses each previously identified agenda item, their remarks shall be timed to ensure that the policy is followed.

2100.5.4.1 Questions from Board members and responses from members of the public shall not be considered part of the above-mentioned three (3) minutes or maximum fifteen (15) minutes.

2100.5.4.2 Board members who ask questions of the public are responsible for managing the time of interaction to maintain decorum in the meeting. If a Board member asks a question of the public and the answer is not directly related to the question, the Board member may limit the conversation.

2100.5.5 Members of the public may not defer or yield their allotted time for public comment to other members of the public.

2100.5.6 Any non-English speaking member of the public who wishes to address the board with their own translator shall have double the amount of time allotted, up to six (6) minutes for each item identified with a maximum time of thirty (30) minutes for the entire meeting, to ensure they have the same opportunity to directly address the Board.

2100.5.7 Though the Brown Act states that the Board does not need to provide opportunity for members of the public to address the Board on items that have already been considered by a committee comprised exclusively of board members at a public meeting wherein all interested members of the public have been afforded the opportunity to address the committee on the items, it is the intention of the Board to allow for public comment at the Board meeting on these agenda items.

2100.6 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, they may do the following:

2100.6.1 Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.

2100.6.2 If the behavior continues after notice, the President may confer with the Chief Executive Officer and legal counsel on whether to take a recess.

2100.6.3 If public safety becomes a concern, the President shall confer with the Chief Executive Officer and legal counsel on requesting security or police presence.

2100.6.4 If order of the meeting cannot be restored after a recess, order the disrupting parties out of the room and conduct the Board's business without them present.

2100.6.5 If order of the meeting cannot be restored after ordering the disrupting parties out of the room, the President may confer with the Chief Executive Officer and legal counsel on whether to adjourn the meeting, or the Board may order the meeting room cleared and may continue in session, but shall only consider matters appearing on the agenda in such session. In the event that the meeting is continued, the Board shall permit representatives of the press to attend, except for those representatives of the press who participated in the disturbance.

2100.6.6 Directors shall not leave the dais to engage with members of the public or physically engage with members of the public during the conduct of the meeting.

2100.6.7 Any finding by the Chairperson or Board of Directors that a willful disruption has occurred shall only be made in the event that such willful disruption has rendered the orderly conduct of such meeting unfeasible. In no event shall a finding that a willful disruption has occurred be made merely on the basis of public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the District.

EXCEPTIONS:

2100.7 The President of the Board is the only person authorized to make exceptions to this policy. In making an exception to the time limits for public comment under Subsections 2100.3.1, 2100.3.3 and/or 2100.3.4, the President of the Board shall exercise reasonable discretion based on the facts and circumstances and may take into account the reasonable total time for the meeting, the number of agenda items, the complexity of each item, the time reasonably required by the Board or Committee to consider, hear reports and take action on each item, the number of persons wishing to address the legislative body on each item and the potential for repetitive or duplicate comments. Based on facts and circumstances, the President may exercise his or her reasonable discretion to limit the total time allocated for public comment on particular issues and for each individual speaker.