



Live Well. Health Matters.

POLICY TITLE: BOARD MEETING AGENDA
POLICY NUMBER: 2070

COMMITTEE APPROVAL DATE: 09/30/2019 **WRITTEN/REVISED BY:** T. BAKALY
BOARD APPROVAL DATE: 11/20/2019 **SUPERSEDES:** 11/19/2014

POLICY:

2070 It is the policy of the Beach Cities Health District (“District”) to prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act.

GUIDELINES:

2070.1 The Chief Executive Officer shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Board Member may call the Chief Executive Officer and request any item to be placed on the agenda no later than 5:00 p.m. on the day that is forty-eight (48) hours prior to the closing of the agenda for the next meeting date.

2070.2 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:

2070.2.1 The request must be in writing and be submitted to the Chief Executive Officer together with supporting documents and information, if any, at least ten (10) business days prior to the date of the meeting;

2070.2.2 The Chief Executive Officer shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

2070.2.3 The Chief Executive Officer shall determine the timing of when the item will be placed on the agenda.

2070.2.4 No subject that is legally a proper topic for consideration by the Board in closed session will be accepted under this policy.

2070.2.5 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.

2070.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that 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.

2070.4 Agenda descriptions. All Board agendas shall include a brief general description of each item on the agenda to be discussed, including closed session items. The description generally need not exceed twenty words. The Chief Executive Officer shall ensure that the description gives notice to the public of the essential nature of business to be considered.

2070.5 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 in a place that is freely accessible to the public and on the District's website. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda.

2070.5.1 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

2070.6 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all members at the same time. Agenda packages, except for closed session materials and any writing exempt from public disclosure under Sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, 6254.22 or 6254.26 of the Government Code, should also be made available to the public once distributed to the Board.

2070.7 Public comment.

2070.7.1 For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

2070.7.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

2070.7.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

2070.7.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

2070.8 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session item before going into closed session.



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2070.9 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.