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# Lake County Vector Control District

## POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020

**5020.1** The District Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Trustees in accordance with the Ralph M. Brown Act. Any Trustee may call the District Manager and request any item to be placed on the agenda no later than 5:00 P.M. on the Wednesday prior to the closing of the agenda for the next meeting date (per Section 5020.4).

**5020.2** 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 Trustees, subject to the following conditions:

**5020.2.1** The request must be in writing and be submitted to the District Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

**5020.2.2** The District Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the District Manager's decision at the next regular meeting of the Board of Trustees. Any Trustee may request that the item be placed on the agenda of the Board's next regular meeting.

**5020.2.3** No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

**5020.2.4** The Board of Trustees 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.

**5020.3** This policy does not prevent the Board from taking testimony at regular and special 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.

**5020.4** At least 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 at the District office and on the District's website ([www.lcvcd.org](http://www.lcvcd.org)). All information made available to the Board of Trustees (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

**5020.4.1** The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location and on the District's website ([www.lcvcd.org](http://www.lcvcd.org)).