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# Beckwourth Fire District

## POLICIES AND PROCEDURES

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

**5020.1** The Board Secretary, in cooperation with the Chief and the Board Chairperson, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Any Director may add an item to the agenda by submitting the item to the Chief to be placed on the next agenda. Directors may ask the clerk to forward the request to the Chief if he is absent. Due date is Monday, at noon, the week prior to the scheduled meeting, including any backup documentation. Any item after the due date would be an emergency request and must be approved by the Board in order to be added. (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 at a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

**5020.2.1** During the "Public Comment" at a regularly scheduled board meeting, a member of the public may address the Board of Directors stating their request and ask that it be considered for discussion on a future agenda of the Board of Directors.

**5020.2.2** The request must be in writing and be submitted to the District Secretary together with supporting documents and information, if any, at a Board of Director's meeting. At that time, the Board of Directors will either

**5020.2.2.1** Agree to place the subject on a future agenda,

**5020.2.2.2** Request more information about the subject, or

**5020.2.2.3** Deny the request

**5020.2.3** The Chief 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 Chief's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

**5020.2.4** No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

**5020.2.5** 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.

**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 in 3 conspicuous locations for public review including the District office. All information made available to the Board of Directors (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 locations.