

Conduct of Board of Trustees Meetings

The Board of Trustees has established policy for the preparation of the agenda, minutes and handling of communications addressed to the board. Proceedings of the board are governed generally under Rosenberg's Rules of Order on all matters pertaining to parliamentary law, unless it conflicts with our by-laws. No action of the Board shall be invalidated or legality thereof affected by the failure to strictly adhere to such rules.

- **Ralph M. Brown Act:** This act known as the Brown Act was enacted by the California Legislature to declare that public commissions, board and councils and other public agencies in the State of California exist to aid in the conduct of the people's business. It is the intent of the law that the actions of a public agency be taken openly and that their deliberations be conducted openly. (Gov't Code §§54950 *et seq*) It is expected that, except for closed session, all aspects of the decision-making process by the Board of Trustee's be conducted in public by following the Brown Act and its requirements.
- **Public Requests:** If one has a matter which is wished to be place before the Board of Trustees, it may be sent in a written communication addressed to the District Manager. A response will be sent from the District Manager as a notification of the disposition of the communication, including the date it will be placed on the Board's agenda.
- **Public Comment:** Persons desiring to address the Board on any matter not on the Agenda and over which the Board has jurisdiction may do so under this portion of the Agenda. Speakers are limited to two minutes. No formal action will be taken by the Board regarding this portion of the agenda other than to make a referral to district staff for review or action.
- **Agendized Items:** The agendized items are the only items that the Board may take action on at a board meeting. Each item is listed and has a description stating whether an item requires action or is for informational purposes. These items will have an overview stating a description in the agenda packet with available information that is needed for supporting documentation.
- **Trustee Reports and Comments:** This portion of the meeting is reserved for Trustees to present to other board members and to the public information, announcements, and items that have come to their attention. No formal action by the Board will be taken.
- **Audio/Visual Requirements:** The public may wish to use visual or electronic displays during Board meetings. At this time the district has no means to display public A/V information. If this information can be brought in a written form the district will accommodate by making necessary copies for the respondents and attendees.

It is hoped this information will be helpful. You are invited to attend meetings of the Board as often as possible. Should you have additional questions, please contact the District Manager at the District Office on 18662 Santa Fe Way, Shafter, CA or call (661) 746-3921.