



# Monterey Peninsula Regional Park District Policy & Procedure Manual

Title:	Board Meetings	
Department:	Administration	Effective Date: March 2, 2015
Policy No:	1007	Revisions:

## 1.1 Policy Statement

This policy explains the rules and procedures for conducting Monterey Peninsula Regional Park District (MPRPD) Board meetings.

## 1.2 Board Meeting Types and Notice

1.2.1 Regular meetings of the Board of Directors (Board) shall be held on the first Monday of each calendar month at 6:30 p.m., unless otherwise designated. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, typically held in January of each year.

1.2.2 Special meetings of the Board may be called by the Board President or by a majority of the Board.

1.2.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, and received by all Directors at least 24 hours prior to the meeting.

1.2.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested in writing, notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by electronic transmittal during business hours as soon after the meeting is scheduled, as practicable.

1.2.2.3 An agenda shall be prepared as specified for regular Board meetings in Section 1.3 and shall be delivered with the notice of the special meeting to those specified above.

1.2.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1.2.3 Emergency Meetings. In compliance with the Ralph M. Brown Act, in the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency special meeting without complying with the 24-hour notice required in 1.2.2.1, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

1.2.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested in writing, notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

1.2.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

1.2.4 Adjourned Meetings. A majority vote by the Board may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 1.2.2.2 above.

1.2.5 Annual Organizational Meeting. The Board shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a President, Vice President and Secretary/Treasurer from among its members to serve during the coming calendar year.

1.2.6 The Board President or chairperson described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1.2.7 The Board President or chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

### **1.3 Board Meeting Agenda**

1.3.1 The General Manager, in cooperation with the Board President and the Clerk of the Board, shall prepare an agenda for each regular and special meeting of the Board in accordance with the Ralph M. Brown Act (California Government Code Section 54950).

1.3.2 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:

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

1.3.2.2 The General 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 General Manager's decision at the next regular meeting of the Board. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

1.3.2.3 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and will generally limit the time allowed for any one person to speak on the issue at the meeting to three minutes.

1.3.3 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.

1.3.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 (a)(1)). If the District maintains a website, the agenda shall be posted on the website for public information at the same time. 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.

1.3.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for regular meeting agendas (California Government Code Section 54956).

## **1.4 Conducting Board Business**

1.4.1 Meetings of the Board shall be conducted by the President in a manner consistent with the policies of the District.

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

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

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

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

1.4.4 Provisions 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, shall be as followed:

1.4.4.1 Generally, three minutes shall be allotted to each speaker.

1.4.4.2 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

1.4.5 Willful disruption of any of the meetings of the Board shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, the President may order the disrupting parties out of the room and subsequently conduct the Board's business without the disruptive party's presence.

1.4.5.1 After clearing the room of disruptive individuals, the President or chairperson may permit those persons who, in the President's opinion, were not responsible for the willful disruption to remain in the meeting room.

1.4.5.2 Representatives of the news media shall remain in the meeting.

## **1.5 Rules of Order**

### **1.5.1 General.**

1.5.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. The District follows Robert's Rules of Order, as interpreted by legal counsel.

1.5.1.1.1 If a Board member believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to legal counsel.

### **1.5.2 Obtaining the Floor.**

1.5.2.1 Any Board member desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

### **1.5.3 Motions.**

1.5.3.1 Any Director, including the President, may make or second a motion, but may not second their respective motion. A motion shall be brought and considered as follows:

1.5.3.1.1 A Board member makes a motion; another Board member seconds the motion; and the President states the motion.

1.5.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

1.5.3.2.1 After the public in attendance has had an opportunity to comment on the proposed action, any Board member may move to bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and be approved, rejected, or tabled for the purpose of further research by a majority vote of the Board.

1.5.4 Secondary Motions. Only one motion shall be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where an amended motion concerning the initial motion may be made and considered before voting on the initial or amended motion.

1.5.4.1 Motion to Amend. A motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

1.5.4.2 Motion to Table. A motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

1.5.4.3 Motion to Postpone. A motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

1.5.4.4 Motion to Refer to Committee. A motion may be referred to a Board committee for further study and future recommendation to the Board by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

1.5.4.5 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a motion.

1.5.5 Decorum.

1.4.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

1.3.5.2 The President may also declare a short recess during any meeting.