

Trinity Center Community Services District  
Policy Manual

---

Policy Title: Meetings and Agenda

Policy Number: 102

Date: May 6, 2008

102.10 Regular Meeting Time and Place

102.101 Regular TCCSD meetings will be held monthly. All regular meetings are open to the public.

102.102 Notice of regular meetings will be posted at three prominent sites in Trinity Center and when practical on line at the community website. The agenda will be posted with the meeting notice. Posting of the meeting notice/agenda will be done at least 72 hours prior to the meeting.

102.103 There will be no discussion of or action taken on items not on the agenda unless a majority of the Board decide that it is an "Emergency Situation" or 2/3 of the Board decide there is need of immediate action and that need of that action came to the attention of the TCCSD after the agenda was posted. Items raised during the Public Comment agenda item may not be discussed except to understand the item and to determine if it should be added to a future agenda.

102.20 Meeting Agenda

102.201 The Agenda and Documents to be reviewed at the meetings will be made available to Directors one week prior to the meeting if practical, but not less than 72 hours prior to the meeting. Documents will be available for viewing to the public through the Secretary. Members of the public interested in reviewing the documents should contact the Secretary during normal working hours. Selected documents and meeting minutes will be available on the Community Website (northtrinitylake.com) when practical.

102.202 Items will be placed upon the agenda with the consent of the Board Chairman or in his or her absence, the Vice Chairman. If the Chairman refuses to place an item on the agenda at the request of a Board member, a majority vote of the board will require that it be placed on the agenda of the next regularly scheduled meeting. Such a motion may be made by any board member during the new business section of the meeting. Members of the public may request agenda items through the Secretary or through a Director. Public requested agenda items will be reviewed by the Secretary and Chairman or Vice Chairman for appropriateness and for priority assignment. Requests and correspondence received between meetings do not automatically get added to the agenda of the next meeting. Such requests or correspondence should be brought to the attention of the Chairman for decision on appropriateness and priority relative to other agenda items planned.

Trinity Center Community Services District  
Policy Manual

---

- 102.203 The agenda shall be on standard letter size format and shall include the following elements: Call to Order, Minutes of prior meeting, Unfinished Business, Communications Received, Public Comments, New business, Fire Department Report and Financial Transaction Approval.
- 102.204 Each agenda item shall contain a brief (20 words or less) description of the item sufficient for readers to determine the general nature of the item. Each agenda item shall have a designated Director to prepare for and lead the discussion.
- 102.205 The posted agenda shall include the Secretary's name and phone number for people to contact to obtain information on agenda items prior to the meeting.
- 102.30 Special and Emergency Meetings
- 102.301 A Special Meeting may be called by the presiding officer (Chairman) or by a majority of the Directors at any time. The rules for the regular meeting apply to the special meeting except the agenda posting and document distribution must be done 24 hours prior to the meeting. Special meetings are open to the public.
- 102.302 An Emergency meeting may be called by any Director when prompt action is needed due to the actual or threatened disruption of public facilities. An "emergency situation" exists if the TCCSD determines a work stoppage, crippling disaster, or other activity severely impairs public health, safety or both. One hour notice must be given to Directors. Minutes of emergency meetings, a list of persons notified (including attempted notifications), a copy of the roll call vote and any actions taken must be posted for a minimum of 10 days in a public place as soon after the meeting as possible. Emergency meetings are open to the public. Emergency meetings may deal only with the item or items of emergency nature necessitating such a meeting.
- 102.40 Closed Sessions
- 102.401 Meetings may contain Closed sessions for certain agenda items as defined in the Brown Act provisions (usually related to discussions about personnel or with legal counsel). Closed sessions require that the Board reconvene in open session and may require reporting on action taken (see Brown Act Provisions to determine requirements). There can be no Closed Sessions in Emergency meetings.