

# Truckee-Donner Recreation and Park District Policy Handbook

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 501

**501.10** The General Manager, in cooperation with the Board Chairman, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any director may call the General Manager and request any item to be placed on the agenda no later than 5:00 o'clock P.M. on the Thursday prior to the meeting date.

**501.20** 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:

**501.21** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least five (5) business days prior to the date of the meeting;

**501.22** The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business";

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

**501.24** 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.

**501.30** 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.

**501.40** At least seventy-two (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 within the District office.

**501.41** The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.