

<h1>POLICY MANUAL</h1>	Date Adopted: August 13, 1979
Classification: BOARD OF DIRECTORS	Date Last Amended: 03/14/83
Subject: Meetings: Agenda Deadlines, Materials Distribution	Approved By:

1. Agenda Deadline: Agenda for each regular meeting of the Board of Directors shall close to the addition of items of business eight working days in advance of the scheduled meeting date. The closing of the agenda is final unless an exception is granted by the General Manager.
  
2. Materials Distribution: Copies of the formal written agenda for each regular meeting shall be delivered to all District directors, and mailed to all agencies, organizations, and individuals requesting such documents, at least three working days in advance of said meeting. Copies of the written memoranda prepared for each regular meeting shall be delivered to all directors, at least three working days in advance of said meetings. Copies of individual written memoranda shall be supplied to all agencies, organizations, and individuals upon request.