

<h1>POLICY MANUAL</h1>	Date Adopted: March 9, 1970
Classification: BOARD OF DIRECTORS	Date Last Amended: 02/09/76; 03/14/83; 10/21/85; 11/10/86
Subject: Meetings: Agendas, Memoranda, Consent Calendar	Approved By:

1. It is the policy of the Fresno Metropolitan Flood Control District to prepare formal written agenda for each regular and special meeting of the Board of Directors. It is the policy of the District to encourage that all items of business to be discussed be first included on the written agenda to provide sufficient advance notice for all interested persons.
2. Items of business not appearing on the posted agenda will be acted upon only if one or more of the following conditions exists:
 - a. Determination by a majority vote that an emergency situation exists.
 - b. Determination by two-thirds vote, or, if less than two-thirds are present, a unanimous vote of those present, that the need to take action arose subsequent to the agenda being posted.
 - c. The item was posted for a prior meeting but not more than five calendar days prior to the date action is taken, and the item was continued to the meeting at which action is being taken.
3. At least 72 hours before a regular meeting, an agenda specifying time, location, and containing a brief general description of each item of business shall be posted in a location that is freely accessible to members of the public.
4. Regular meeting agendas shall provide an opportunity for members of the public to directly address the Board on items of interest, provided that no action may be taken on any item not appearing on the agenda, unless under specific conditions listed under Item No. 2 above.

Notice of Special Meetings:

A special meeting may be called at any time by the presiding officer (Chairman, Vice Chairman, or Secretary) or by a majority of Board members, by personal delivery of or mailing a written notice to each Board member and to each local newspaper, radio or television station requesting a notice. The notice shall be delivered or mailed for receipt at least 24 hours before the time of the meeting.

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5. Each written agenda shall include a consent calendar which shall include all items of a routine nature and items which, because of their minimal importance, or adherence to current policy, do not require separate attention. Such items include monthly reports, award of contracts, standard developer agreements without unusual conditions, and minor miscellaneous authorization of budgeted activities.
6. All items of District business appearing on meeting agendas excepting agendas of executive sessions will be the subject of written staff memoranda. The staff memorandum will be comprised of a brief summary, a staff recommendation, and a detailed background discussion.
7. All staff memoranda dealing with the award of contracts for construction, materials or services based upon formal or informal competition bids shall include, where appropriate, the total dollar amount of each bid, the bid price for individual sub-units, and a general description of the differences between the bid proposal in cases where factors other than the bid price affect the contract award.