

<h1>POLICY MANUAL</h1>	Date Adopted: March 9, 1970
Classification: BOARD OF DIRECTORS	Date Last Amended: 02/09/1976; 03/14/1983; 10/21/1985; 11/10/1986 08/28/2024; 04/08/2026
Subject: Meetings: Agendas, Memoranda, Consent Calendar	Approved By: <i>Peter Sanchez</i>

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 there is a need to take action, and such need came to the attention of the agency subsequent to the agenda being posted.
 - c. The item was posted for a prior meeting, 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 and on the District's website.
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.
5. Each written agenda shall include a consent calendar, if needed, 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 may include monthly reports, award of contracts, standard developer agreements without unusual conditions, and minor miscellaneous authorization of budgeted activities.

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6. All items of District business appearing on meeting agendas except closed 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. Closed session items may or may not have written staff memoranda depending upon the nature of the items to be discussed during closed session.
7. All staff memoranda regarding 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.

Notice of Special Meetings:

A special meeting may be called at any time by the presiding officer (Chair, Vice Chair, or Secretary) or by a majority of Board members, in compliance with the Ralph M. Brown Act (Gov. Code §§ 54950 *et seq.*), as amended, and sent to each Director and any party who requested in writing to receive notification of District meetings. The notice shall specify the time and place of the special meeting and the business to be transacted. The notice shall be posted at least 24 hours prior to the meeting at a location freely accessible to the public and on the District’s website. The notice shall be delivered, electronically mailed, or mailed for receipt at least 24 hours before the time of the meeting. Only the business set forth in the notice may be considered at the meeting.