



Board of Directors Agenda Management Policy

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Administering Entity: General Manager and the Board of Directors

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Purpose

This policy establishes the procedures by which members of the Board of Directors and members of the public may request items to be placed on the Clear Creek Community Services District Board meeting agenda. Its intent is to ensure transparency, consistency, and compliance with the Brown Act and other applicable laws while providing a fair opportunity for consideration of requested items.

Scope

This policy applies to all members of the Clear Creek Community Services District Board of Directors, District staff involved in preparing and posting agendas, and members of the public who wish to request the addition of an item to a regularly scheduled Board meeting agenda.

Procedures

1. Requests by Board Members

- Any member of the Board of Directors may request that an item be placed on a future agenda.
- Requests should be submitted to the General Manager or Board Secretary in writing (email is preferred) at least 3 days prior to the posting deadline for the meeting agenda.
- The General Manager will determine the appropriate placement of the item on the agenda.



2. Requests by Members of the Public

- Members of the public may request that an item be placed on a future agenda by submitting a written request to the General Manager or Board Secretary.
- Requests must clearly state the topic, the requested action (if any), and provide sufficient background information for Board consideration.
- To be considered, requests must be received at least 7 days prior to the posting deadline for the meeting agenda.
- The General Manager will review the request to determine if it is within the jurisdiction of the District and appropriate for Board discussion or action. The General Manager may, but is not required to, consult with the Board Chair.
- If accepted, the item will be placed on the agenda of an upcoming regular Board meeting. If not accepted, the requestor will be notified in writing with an explanation.

3. Special Meetings

A. Request by Board Members

- Any two or more members of the Board may request a special meeting in accordance with the Brown Act (Government Code §54956).
- The requesting members must submit a written request to the General Manager specifying the purpose of the special meeting and the items to be considered.

B. Agenda and Notice

- The General Manager will prepare and post the special meeting agenda at least 24 hours in advance at the District's designated public posting locations, in compliance with the Brown Act.
- Only the items listed on the posted agenda may be considered at the special meeting.

C. Limitations

- Special meetings may not be called for purposes other than those allowed under the Brown Act.
- Emergency items may be added to a special meeting agenda only if the conditions described in the "Emergency or Urgent Items" section of this policy are met.



4. Board Member Requests to Place Items on a Future Agenda

A. Request During a Meeting

- During the “Board Member Items” portion of a regular meeting, any Board member may request that a matter be placed on a future Board agenda.
- The Board may discuss the request briefly, but no action may be taken on the matter at the same meeting unless it meets the criteria for an emergency or urgent item under the Brown Act.

B. Procedure for Agenda Placement

- The General Manager will record the request and schedule the item for a future agenda.

5. Emergency or Urgent Items

In compliance with the Brown Act, items not appearing on a posted agenda may only be added under very limited circumstances. Specifically, the Board may take action on items not included on the agenda if:

- A majority of the Board determines that an emergency situation exists, as defined by Government Code §54956.5 (such as work stoppages, crippling disasters, or other activity that severely impairs public health, safety, or the ability of the District to provide services); or
- A two-thirds vote of the Board (or unanimous vote if less than two-thirds of the members are present) determines that there is a need to take immediate action and that the need for action arose after the agenda was posted; or
- The item was previously posted on the agenda but was continued from a prior meeting occurring not more than five calendar days earlier.

These provisions are intended to balance the need for flexibility in addressing urgent matters with the Brown Act’s fundamental requirement that agendas be posted in advance to provide the public with adequate notice.



6. Agenda Preparation and Posting

- a. The General Manager is responsible for preparing the draft agenda and ensuring it is posted in compliance with the Brown Act (at least 72 hours before a regular meeting).
- b. All agenda item requests will be documented and retained as part of the District's administrative record.