

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER ~~131-1206~~

Effective: May 24, 1994
Revised: February 16, 2005
Renumbered: August 25, 2011

SUBJECT: BOARD MEETING AGENDA AND AGENDA MANAGEMENT

PURPOSE: To guide agenda setting and meeting flow

POLICY:

The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. The President shall control the flow of the meeting.

1. Director requests for agenda items:
 - a. Any Director may call the General Manager or President and request any item to be placed on the agenda, no later than 12:00 noon, ten (10) business days prior to the meeting date.
 - b. Any item requiring background research may be postponed at the discretion of the President or the General Manager.
2. Public requests for agenda items. 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:
 - a. The request must be in writing and be submitted to the General Manager or the Board President, together with supporting documents and information, if any, at least ten (10) business days prior to the date of the meeting;
 - b. The President and General Manager shall determine whether the public request is or is not a "matter directly related to District business". Any item requiring background research may be postponed at the discretion of the President or the General Manager and any Board Member.
 - c. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
 - d. 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;
 - e. The person requesting the Agenda Item shall immediately be notified of any postponement.

3. 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.
4. Posting of the agenda.
 - a. 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 offices, at the three public libraries in the District, at the Copy Center in Truckee, and on the world wide web at www.truckeetahoeairport.com. Additionally, members of the public may, for a fee of \$12.00 per year register for having the agenda mailed, or register for free email.
 - b. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.
5. Meeting Protocols.
 - a. Public Comment. Members of the public are invited to comment on any item relevant to District business that is not on the agenda for that meeting. Comments may be up to three (3) minutes.
 - b. Agenda item process.
 - i. The President may introduce the item with a short comment.
 - ii. The President may invite staff and/or the petitioner for the item to make any requested or necessary presentation.
 - iii. The Directors shall have the opportunity to question staff/petitioner and discuss the item.
 - iv. The public shall be invited to testify or comment on the item. Comments should be limited to three (3) minutes per member of the public unless otherwise adjusted by consensus of the Board.
 - v. Normally, the Directors will deliberate on the input and, when necessary, render a decision.
 - vi. Prior to entering closed session, the public will be invited to comment on closed session items with no more than three (3) minutes per speaker.
 - c. General rules.
 - i. Directors, staff, and the public are requested to perform appropriate research on agenda items to focus and streamline comments. Directors and the public are welcome to question staff on items before the meeting for mutual clarification.
 - ii. All meeting participants should make points concisely, avoiding repetition that does not add value. The President shall monitor speakers in this regard.

- iii. Members of the public and staff shall not be permitted to enter into Board discussions and deliberations, unless by consensus of the Directors.
- iv. Sidebar conversations between members of the public and the Directors or staff are discouraged. All speakers shall be recognized by the President before speaking, consistent with the procedures outlined above.
- v. Personal attacks shall not be tolerated.

Michael Golden, President