

## **POLICY REGARDING PLACING ITEMS ON THE AGENDA**

**Purpose:** To ensure that agendas are timely posted in accordance with Arizona's open meeting law, that agenda items are worded properly, and that information on agenda items is available in sufficient time prior to the meeting to facilitate meaningful discussion and appropriate action.

**Policy:** Placement of Items on District Agendas

1. Agendas for Regular Meetings will normally contain items such as: Call to the Public; Approval of Minutes; Office Manager Report; Plant Supervisor Report; Future Meetings; and Future Agenda Items.
2. Any Board Member, employee or member of the public that wishes to have the Board consider an item shall complete the 'Agenda Action Item' form attached hereto as Attachment "A" and submit it to the District's Office Manager no later than five calendar days prior to the meeting day (e.g., on Friday by 9:00 a.m. for a Wednesday meeting).
3. The District Office Manager shall prepare a draft agenda based upon the items timely submitted and circulate it to the Board for comment not later than the second business day before the meeting day (e.g., Monday for a Wednesday meeting).
4. Staff Reports and any background information, including any item that is to be acted upon (such as contracts), shall be provided to the District Office Manager not later than noon on the second business day before the meeting day (e.g., Monday for a Wednesday meeting).
5. The District Office Manager shall prepare an agenda packet for each Board meeting and make them available to Members of the Board no later than close of business on the second business day before the meeting day (e.g., Monday for a Wednesday meeting). An attempt will be made to post the agenda on the District's website and the District bulletin board located at the Arizona City Post office at the same time.
6. Any item that has not been submitted as required by paragraphs 1 and 2 above shall not be placed upon an Agenda, unless the Chairman of the Board, or if the Chairman is absent or otherwise unavailable the Vice Chairman determines an exception is necessary and appropriate under the circumstances.
7. The Chairman, or if the Chairman is absent or otherwise unavailable the Vice Chairman, shall approve the agenda before it is officially posted and may direct items be reworded or deleted as determined to be in the best interest in accomplishing the District's business except each Board Member may have one (1) agenda item per meeting that cannot be preempted. A Board Member can

submit more than one (1) item, but is only entitled to one (1) agenda item per meeting.