



Ralph M. Brown Act - Agendas

The General Manager, in cooperation with the Santa Clarita Valley Water Agency (Agency) and Board of Directors (Board) Chair, shall prepare an agenda for each Regular and Special meeting of the Board in accordance with the Ralph M. Brown Act (California Government Code Section 54950). Any Director may request any item to be placed on the agenda by contacting the General Manager at least fourteen business days prior to the date of the meeting.

~~A~~ Any member of the public may request that a matter directly related to Agency business be placed on the agenda of a regularly scheduled Board meeting, subject to the following conditions:

1. The request must be in writing and be submitted to the General Manager, together with supporting documents and information, if any, at least fourteen business days prior to the date of the meeting;
2. The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to Agency business." The public member requesting the agenda item may appeal the General Manager's decision at the next Regular Board meeting. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.
3. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
4. The Board 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. *5 Minutes Requested*

This policy does not prevent the Board from receiving public comments at Regular and Special meetings of the Board on matters which are not on the agenda that 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, other than providing brief general directions to staff regarding the matter, if appropriate.

At least 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 in a place that is freely accessible to members of the public (California Government Code 54954.2 (a)(1)). If the Agency maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

The agenda for a Special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

The General Manager of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board, subject to re-ordering of the agenda by the Board at the meeting.