



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 230 Date Issued: April 15, 1993
Section: 200 – Administrative Policies Date Revised: July 27, 2023

SUBJECT: AGENDA AND ACTION SUMMARY

APPROVED: <signed copy on file>
Board Chairperson

- 1.0 The Board of Directors will set their Agendas in accordance with Section 10 of the Joint Powers Authority By-Laws.
 - 1.1 Any Member of the Board of Directors may place any item on the Agenda for Board consideration.
 - 1.2 The Clerk of the Board will generally assist the Board Chairperson, Board Secretary, and the General Manager with the administrative and clerical function of Agenda preparation as necessary.
 - 1.3 All agenda items shall be reviewed by the Board Chairperson and the General Manager in advance before scheduling the items for presentation to the Board of Directors.
 - 1.4 All reports requested by the Board of Directors will be placed on the Agenda by the General Manager.
 - 1.4.1 Completed staff reports with all attachments for an upcoming agenda are to be submitted to the General Manager the Tuesday before the week of the Board meeting.
 - 1.5 All requests for resolutions or agreements shall be reviewed and approved as to form by the Attorney for the Authority in advance of Agenda consideration.
 - 1.5.1 The Attorney for the Authority shall report any substantial or significant opinions, suggestions or recommendations to the Board for consideration.

- 2.0 The Clerk of the Board is responsible for the following:
- 2.1 Emailing the Agenda packet to each Board Member, the General Manager, the Attorney for the Authority, and the Authority Auditor-Controller one week in advance of (and no later than 72 hours prior) to each regularly scheduled meeting.
 - 2.2 Emailing the written agenda and any written summary material or reports to each designated member of the Users Committee no later than 72 hours prior to each regularly scheduled meeting.
 - 2.3 Emailing an Action Summary of each Board meeting to each designated member of the Users Committee no later than one (1) week prior to the next regularly scheduled meeting.
 - 2.4 Posting the written agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, and indicating the time and place of the meeting no later than 72 hours prior to each regularly scheduled meeting.
 - 2.4.1 Agendas are posted at the following locations which are accessible to the public:
 - 2.4.1.1 Santa Cruz Regional 9-1-1
 - 2.4.1.2 Santa Cruz Regional 9-1-1's website
 - 2.4.1.3 Emailed for posting to Board Clerks at County of Santa Cruz; Cities of Watsonville, Santa Cruz, and Capitola; City of Hollister; and County of San Benito
 - 2.5 Providing notice of special, adjourned or concluded, or emergency meetings in accordance with the provisions of the Brown Act and the JPA By-Laws.
 - 2.6 Mailing or emailing notice of every regularly scheduled meeting, and of any special meeting which is called at least one week prior to the date set for the meeting, to any person who has filed a written request for that notice with the Board in accordance with Government Code 54954.1, and has paid the fee established by the Board to pay for the estimated cost of providing service.