

**Procedures for Conducting  
Board and Committee Activities**

**A. Preparation for Board Meetings**

1. Placement of Board Meeting Agenda Items shall be coordinated by the Administrative Assistant.
  - a. Agenda items shall only be placed by:
    - (1) Committee requests;
    - (2) Board member requests;
    - (3) Board staff requests, with the approval of CEO.

Members of the public wishing to place items on an agenda must go through one of the above.

Final approval for inclusion in Board's agenda shall be made by the Chairman or the Administration Committee, except that any request by a Board member to place an item on the Board's agenda shall be granted.

Before agenda and meeting packets are finalized, they should be reviewed by Legal Counsel, CEO, and Chairman.

- b. Administrative Assistant shall arrange compilation, publication and distribution to meet 10-day notice requirements. Administrative Assistant shall develop a submittal schedule for notices, agenda and item preparation on a monthly basis.
2. Preparation of Agenda Items.
  - a. Agenda items should follow existing format, but should include, whenever possible, a summary of the action taken by the committee, and should also include the name of the person who prepared the agenda item as well as who approved it.
  - b. The preparation of individual agenda items shall be the responsibility of the persons submitting the items.
3. Deadlines for the Preparation of Agenda Items.
  - a. Compilation, printing and distribution of the agenda packet shall be the responsibility of the Administrative Assistant. Final agenda item write-ups should be submitted to the Administrative Assistant two full business days in advance of the printing deadline.

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- b. A master schedule shall be prepared by Administrative Assistant, working back from Board meeting dates, allowing Board members to receive Board packets at least one week in advance of meeting.
4. Board "Action Items".
    - a. All Board action items shall first be reviewed by the appropriate committee.
    - b. If the appropriate committee is not clearly ascertainable by the nature of the item, the Administration Committee shall designate its committee assignment. In the event that the Administration Committee is not meeting, the Board Chair shall decide assignments and notify Board members as appropriate.

B. Preparation for Committee Meetings

1. Placement of Committee Meeting Agenda Items shall be coordinated by the Administrative Assistant.

- a. Agenda items shall be placed by:

- (1) Board members requests;
- (2) Board staff requests, with the approval of CEO.

Final approval for inclusion of items in a committee's agenda shall be made by the Chair of the committee. Administrative Assistant shall arrange compilation, publication and distribution to meet 10-day notice requirement.

- b. The preparation of individual agenda items will be the responsibility of the person submitting the item. Compilation of the agenda packet will be the responsibility of the Administrative Assistant. Administrative Assistant arranges compilation, printing and distribution of agenda packets, with assistance of the staff of the Committee Chair.
- c. Public requests for hearing of particular items or participation in committee meetings will be directed to the Chair of the committee.
- d. Committee agenda items shall follow the format approved by the Board. A sample agenda item format is attached.

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- a. Topics for notice and agenda write-ups should be submitted to the Administrative Assistant at least two full business days prior to the printing deadline.
  2. Arranging for and Scheduling Committee Meetings.
    - a. The Administrative Assistant shall establish a 3-month master committee meeting calendar after consultation, review and approval of the calendar by committee Chairs and members..
    - b. Committee meetings may be held anywhere in California, at the discretion of the committee.
- C. Committee Operating Procedures
  1. Quorum/Voting/Selection of Vice Chair.

Two committee members constitute a quorum for the transaction of committee activities. Two votes constitute a majority of the votes to effect action by a committee. Each committee shall elect a Vice Chair to preside and represent the committee in the absence of the Chair.
  2. Committee Treatment of Board Action Items.

All committee action items shall be placed on the agenda of a regularly scheduled Board meeting regardless of the committee's decision. It may appear as a consent agenda item. (See Section D.)
  3. Attendance at Committee Meetings.

All Board members may attend all committee meetings.
  4. Recording and Transmittal of Committee Actions
    - a. For all committees, the secretary to the committee Chair will record motions and roll call votes.
    - b. The Integrated Waste Management Planning and the Permitting and Enforcement Committees must have a court reporter in order to provide complete transcripts of actions relating to planning, permitting and enforcement issues.

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- c. A transmittal document (sample attached) shall be completed by each committee secretary immediately following each committee meeting and be forwarded to the Administrative Assistant for the record of the Board. Action items shall be included in a subsequent Board meeting notice agenda.

D. Consent Items.

1. Committee Meetings - At committee meetings, a consent recommendation should be raised for each item. If there is a "no" vote on the item, it cannot be recommended as a consent item.
2. Board Meetings
  - a. The Administrative Assistant will prepare the Board's Consent Agenda, place it in a conspicuous location for public review, and have copies available at Board meetings.
  - b. The Consent Agenda shall begin with the following statement:

ON BOARD CONSENT AGENDAS:

"Consideration of Board Consent Agenda Items:

The following items have been reviewed and approved by a Board committee and are considered to be non-controversial. The Board will be asked to approve these items at one time without discussion. At the beginning of the meeting, the Chair of the Board will ask Board members or other interested parties or staff who wish to address an item on the Consent Agenda to state their names and the items they wish to address for the record. To remove an item from the Consent Agenda, the Chair or an individual Board member shall make a determination that the item merits further discussion."

- c. The Chairman of the Board will call for approval or withdrawal of consent items at the beginning of each Board meeting.
- d. To remove an item from the Consent Agenda, the Board Chair or an individual Board member shall make a determination that the item merits further discussion.