

**Resolution No. 18-06**  
**of the**  
**San Mateo County Harbor District**

**Rules for Preparation and Distribution of Meeting Agendas**

**WHEREAS**, the Board of Commissioners of the San Mateo County Harbor District (the Board) has previously adopted Resolution 5-94, titled "Rules for Preparation and Distribution of Meeting Agendas," and subsequently amended that Resolution through Resolution 19-13; and

**WHEREAS**, the Board wishes to clarify and further amend the protocols and procedures for preparation and distribution of Meeting agendas; and

**WHEREAS**, at its meeting on March 21, 2018, the Board took action in furtherance of the development of a Policy concerning the Rules for Preparation and Distribution of Meeting Agendas.

**NOW, THEREFORE BE IT RESOLVED** that the San Mateo County Harbor District Board of Harbor Commissioners hereby rescinds Resolutions 5-94 and 19-13 and adopts Policy 3.3 "Rules for Preparation and Distribution of Meeting Agendas", attached to this Resolution.

**PASSED, APPROVED AND ADOPTED** by the Board of Harbor Commissioners of the San Mateo County Harbor District at a regular meeting held on the 18<sup>th</sup> day of April 2018 by the following vote:


For: Bernardo, Chang Kiraly, Mattusch

Against: Brennan, Larenas

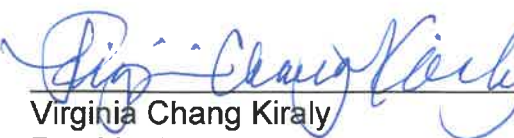
Absent: None

Abstention: None

**Attest**

  
\_\_\_\_\_  
Debbie Gehret  
Deputy Secretary

**BOARD OF HARBOR COMMISSIONERS**

  
\_\_\_\_\_  
Virginia Chang Kiraly  
President

## San Mateo County Harbor District

<b>Policy</b>	<b>Number:</b> 3.3	<b>Date:</b> April 18, 2018	<b>Revision:</b>
<b>Title:</b> Rules for the Preparation and Distribution of Meeting Agendas	<b>Prepared By:</b> S. McGrath	<b>Approved By:</b> Resolution 18-06	<b>Page:</b> Page 2 of 3
<b>Purpose:</b> To guide the development of agendas for the Board of Commissioners			

**B. Authority to place matters on the Agenda:**

The following persons shall have the authority to place matters on the agenda:

1. The Board of Harbor Commissioners, by majority vote (Board).
2. A committee of the Harbor District, on a matter within the scope of the committee, and approved by the committee as a whole.
3. The General Manager of the Harbor District.
4. The legal counsel of the Harbor District.

C. Unless specifically directed otherwise by the Board, the General Manager will determine the schedule for placement of items on the agenda of a future meeting, depending on the availability of staff and/or consultant resources and the complexity of the subject.

D. All matters placed on the agenda shall be identified by author.

E. If a Commissioner wishes to place an item on a future agenda, he or she shall first suggest the item under the Future Agenda Items portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is passed by the Board, the item will be placed on a future agenda.

F. Once the agenda has been posted to the District's website, an item may not be removed therefrom except by the majority vote of the Commission at the time the item is called at the meeting.

**III. Posting of Agenda:**

A. The agenda shall be posted in compliance with the provisions of the "Brown Act", Government Code §54950 et sequitur, and in accordance with District Policy 3.2, 'Brown Act Compliance'.

<b>Policy</b>	<b>Number:</b> 3.3	<b>Date:</b> April 18, 2018	<b>Revision:</b>
<b>Title:</b> Rules for the Preparation and Distribution of Meeting Agendas	<b>Prepared By:</b> S. McGrath	<b>Approved By:</b> Resolution 18-06	<b>Page:</b> Page 3 of 3
<b>Purpose:</b> To guide the development of agendas for the Board of Commissioners			

IV. Distribution of the Agenda:

- A. When distributing agenda packages and other materials to Commissioners, those materials should be provided to all Commissioners at the same time. Agenda packets, except for closed session materials, must also be made available to the public once distributed to the Commission.
- B. Copies of the agenda, and notice of Board packet availability, shall be distributed to:
  1. All members of the Board of Harbor Commissioners.
  2. Each of the Harbor Masters.
  3. Legal Counsel of the Harbor District.
  4. Members of the public who have requested, in writing, the printed agenda and packet, providing that they have paid the fee to cover the cost of distribution.
  5. Members of the public who have requested addition to the electronic distribution list of agenda and board packet availability.
- C. At the Commission Meetings, copies of the agenda and Board packet shall be made available for the public attending the meeting.