

BSPA Board Meeting Policy

DATE ADOPTED: August 21, 2014

REGARDING: **PUBLIC LISTING A SPECIFIC ITEM ON THE AGENDA**

1. Member of the public submits a request to the Board president at least two weeks prior to a Board meeting to request an item be placed on the agenda.
2. It is at the discretion of the Board president whether the requested item is appropriately suited to the designated agenda
3. If approved, the item is placed on the agenda at an appropriate location (for example, maybe under "volunteer coordinator" or "grant committee" or perhaps under the heading of "new business").
4. Once agenzized, if the member of the of public has materials in regard to the item such materials shall be submitted to the Board president seven days prior to the meeting for distribution to Board members. It is requested that supporting materials be submitted in electronic form.
5. When the agenda item is to be discussed the member of the public who requested the item shall have a maximum of five minutes to speak regarding the item.

PUBLIC SPEAKING TO THE AGENDA

1. It is suggested that under the item "communication" there be a new subheading "comments from the public".
2. This would be the appropriate time for a member of the public to address the Board on any item on the agenda. Each speaker would have a maximum of five minutes to address the Board.
3. During Board discussion of an individual agenda item it would be at the discretion of the Board president to recognize a member of the public for comment on that specific item. Members of the public shall have a maximum of five minutes to speak regarding the item.

Benicia State Parks Association Board of Directors