

CARMICHAEL WATER DISTRICT
Directors' Policy Manual

POLICY TITLE: **Board Meeting Agenda**

POLICY NUMBER: **9440**

9440.10 The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors (Board). Any Director may give the General Manager an agenda item, in writing, to be placed on the agenda, no later than 2:00 P.M. five (5) business days prior to the meeting date.

9440.20 At least seventy-two (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 conspicuously for public review within the District office and on the District's website (www.carmichaelwd.org).

9440.21 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations.