




**EAST BAY REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA STAFF REPORT**

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<b>DATE</b>	July 30, 2024
<b>TITLE</b>	Recommended Pilot Change to the Board Meeting Agenda Structure to Add a Section for Board Requested Agenda Items
<b>DIVISION</b>	General Manager's Office
<b>FROM</b>	Amanda Gallo, Assistant to the General Manager Sabrina Landreth, General Manager
<b>APPROVED</b>	Sabrina Landreth, General Manager 

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**RECOMMENDATION**

The General Manager recommends that the of Board of Directors consider a pilot change to the Board meeting agenda structure to implement an additional reoccurring item that allows members of the Board to propose items to be considered for a future Board meeting agenda.

**BACKGROUND**

The Board Executive Committee favorably considered this change at their July 10, 2024 meeting. The Board Operating Guidelines (BOGs), Section 4.2.1, Agendas, currently provides that it is the responsibility of the General Manager to prepare Board meeting agendas, with approval of the Board President. The BOGs also state that “any item requested in writing by two Board members shall be included on the agenda.”

The BOGs, Section 4.2.1. (3) Agendas, also states how different sections of the Board agenda structure shall be developed and presented to the Board for review or action. Section 4.2.1. (3(j)) Board Comments, provides that as a reoccurring item on the agenda members of the Board can make comments of subjects of interest to the Board, public, or staff, so long as those comments do not result in a discussion by Board members on matters not the agenda.

Currently, there is not a section of the Board meeting agenda structure that provides an opportunity for Board members to propose items to be considered for future Board meeting agendas. This report explains a “pilot” process that, if adopted, would allow for an additional standing agenda item to be added to the Board meeting agenda structure to allow for Board members to propose items to be considered for future Board meeting agendas.

**ANALYSIS**

Staff is recommending consideration of a change to the Board agenda structure on a pilot basis that would allow for Board members to propose items to be considered for inclusion on a future Board meeting agenda. If approved by the Board, this change will be effective immediately as a pilot program. If successful, the Board can consider revising the Board of Operating guidelines, as necessary. In developing the pilot procedure, staff researched best practices of other local agencies with similar agenda formats. Staff reviewed procedures of other agencies and consulted with staff from Zone 7 Water Agency, Midpeninsula Regional Open Space District, and East Bay Municipal Utility District.

From this research, staff developed the pilot procedure listed below.

**Board Requested Agenda Items Pilot Procedure:**

1. Add an additional item section to the Board meeting agenda structure, entitled “Proposed Future Agenda Items.” This section will be placed in the Board meeting agenda structure before “Board Comments”.
2. During the reoccurring “Proposed Future Agenda Items” agenda section, a member of the Board may propose an agenda item for consideration to be placed on a future Board meeting agenda. Due to Brown Act requirements, the proposing member should provide a brief summary of the requested topic and Board members should refrain from discussing it in any depth at that time. Proposed items may be informational items only, and not items requiring action by the Board.
3. The General Manager, in consultation with the Board President, will determine if the request is feasible based on staff availability, a timeline by which the item could be placed on a future Board meeting agenda, or if the item can be satisfied through an informational memorandum to the Board.
4. The General Manager or designated staff will follow up with the requesting member of the Board regarding the requested agenda item.

As this pilot agenda procedure is implemented, any provisions listed in the Board Operating Guidelines, Section 4.2.1, Agendas, will still be applicable to the Board meeting agenda preparation and structure.

**FISCAL IMPACT**

There is no fiscal impact.

**ATTACHMENTS**

None.