

AGENDA PREPARATION AND DISSEMINATION PROCEDURES

1. Copies of communications directed to the Board shall be included in the agenda for the meeting and read by title only, unless the rules are suspended.
2. During the “Public Comment” period, citizens, upon being recognized by the President of the Board, are invited to make comments to the Board as a body. The Board will not engage in discussion. Whenever possible, the Board or its designee may respond in writing.
3. When appropriate, the President may impose additional time limits on individual comments to allow an equitable amount of time to all individuals wishing to speak.
4. A consent agenda will be used when it appears the Board is about to bring closure to a previously discussed topic or when supporting information precludes the ne suson

