



## A GUIDE TO MMWD BOARD MEETINGS

Welcome! Whether this is your first time attending one of our board meetings, or you've been here many times before, we appreciate your taking the time to come and participate in the business of the Marin Municipal Water District. We hope this information will make it easier for you to follow the meeting.

### UNDERSTANDING THE AGENDA

**CALL TO ORDER:** The board president calls the meeting to order.

**ADOPT AGENDA:** By a simple motion and a second, the Board of Directors adopts the agenda.

**PUBLIC EXPRESSION:** This portion of the meeting provides an opportunity for citizens to speak on items not listed on the agenda. (See "Public Participation" for more information.)

**ANNOUNCEMENTS:** Directors and the general manager can report on any recent activities they have participated in on behalf of MMWD or simply share information of interest.

**CONSENT CALENDAR:** The consent calendar contains matters that are considered to be routine. Most items will have been reviewed at prior board committee meetings that are also public. Only one motion is needed for approval of all consent calendar items. Any board member or member of the public may request that an item be withdrawn from the consent calendar for separate consideration.

**NUMBERED ITEMS:** Each numbered item of business is considered separately. Public comment will be accepted for each of these items. Generally, the steps for each item include:

1. Staff presentation, including a description of the item, the requested action from the board, and other pertinent information

### PUBLIC PARTICIPATION

*You may speak on any item on the agenda during the board's consideration of that item or on any topic related to MMWD during "public expression."*

If you wish to comment, please complete a public speaker card and present it to the board secretary or simply raise your hand and wait to be recognized by the board president. In an effort to provide everyone an opportunity to be heard, the board requests that members of the public:

- Speak directly to the board
- State your name
- State your views succinctly
- Limit remarks to 3 minutes unless a different amount of time is announced
- Be courteous, refrain from interrupting others, and show respect for all views
- Speak once on any one topic

**Please note:** The Brown Act, which governs public meetings in California, prohibits action or discussion of an item not appearing on the posted agenda. When responding to comments made during public expression, the board is limited to providing brief responses, asking questions for clarification, or referring a matter to staff.

2. Board member questions and discussion
3. A motion and a second for a specific action on the item, if appropriate
4. Public comment (See “Public Participation” for more information.)
5. Final comments and final action by the board

The board may respond or ask questions for clarification or direct staff to respond to public comments as needed. If there are numerous speakers on a topic, the board president may collect and hold questions to consolidate the responses and limit individual discussions on each comment.

**CONCLUSION:** Once all of the items have been heard, or deferred, which occurs occasionally, the board president will adjourn the meeting.

## COMMON TERMS

**MOTION:** Formal statement of a proposal for board action. May be used to approve, deny, or continue items; accept reports; or establish board policy or procedures.

**ORDINANCE:** A law adopted by the Board of Directors.

**RESOLUTION:** Formal expression of decisions, opinions, or intentions made by a board motion. Resolutions usually take effect upon their approval.

## SPECIAL BOARD MEETINGS

**PUBLIC HEARINGS:** Scheduled hearings are held on items for which hearings are required by law and on matters of special importance. At the close of the hearing, the board may consider action.

**CLOSED SESSION:** Held for a specific purpose, such as addressing a personnel or litigation matter. For reasons of confidentiality, these sessions are closed to the general public.

**COMMITTEES OF THE BOARD:** These meet at various other times and days and are also open to the public.

**SPECIAL MEETING:** Occasionally held to consider specific items.

**WORKSHOP:** Held to provide background information to members of the board. No formal action is taken. All interested citizens are invited to attend.

## ADDITIONAL INFORMATION

Regular meetings of the MMWD Board of Directors are held on the first and third Tuesday of each month in the MMWD Board Room beginning at 7:30 p.m., unless otherwise noticed.

Meeting notices and agendas are posted online at [marinwater.org](http://marinwater.org), at the district office in Corte Madera, and at the Corte Madera, Fairfax, Mill Valley, and Civic Center libraries the Friday before each meeting. Reports and other materials related to agenda items are also posted on our website (select “Board of Directors”).

If you are using audio-visual equipment to record the meeting, please use designated areas to avoid disturbing others in attendance.

All board meetings comply with ADA accessibility standards.

If you need more information, please call the board secretary at 415-945-1448.

