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San Diego Unified Port District
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Office of the District Clerk

BPC Policy No. 021

SUBJECT: MEETINGS OF THE BOARD OF PORT COMMISSIONERS (BOARD)

PURPOSE: To establish policy for conducting Board meetings.

POLICY STATEMENT:

1. Board meetings shall be conducted by the Chairman of the Board (Chairman) according to Robert's Rules of Order, except as otherwise provided by law.

2. Regular meetings shall be held at least once each month. The regular meeting dates, time and location shall be set annually by Board resolution. Notice of the meetings shall be provided to the media and public as required by law.

3. Special meetings may be called at any time by the Chairman or by a majority of the Board, by delivering personally or by mail, written notice to each member of the Board. A written notice shall also be given to news media as required by law. The notices required herein must be delivered twenty-four hours before the time of the meeting as specified in the notice. The notice shall state the business to be transacted and no other business shall be considered at the special meeting. Written notice may be dispensed with to any member who, at or prior to the time the meeting convenes, filed with the Office of the District Clerk a written waiver of notice.

4. All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting, except for closed sessions held pursuant to Government Code Sections 54950-54962 or other provisions of law.

5. Closed sessions shall be held upon the order of the Chairman or the affirmative vote of a majority of the Board present. Such closed sessions may be only for purposes permitted by the California public meeting law or otherwise permitted by law.

6. A majority of the members of the Board (four) shall constitute a quorum for the transaction of business.

7. Board members shall receive an agenda sheet for each item on the agenda. Agenda sheets shall summarize the background, analyze the subject matter, and state the Executive Director's recommendation.

8. An agenda shall be prepared by the Office of the District Clerk. Each agenda shall contain provisions as required by the Government Code.

9. The Executive Director shall ensure that the agenda with supporting agenda sheets is in the hands of individual Board members no later than the Friday preceding a regular meeting.

10. All proposed resolutions and ordinances for Board consideration shall be attached to the corresponding final agenda sheet comprising of the final staff report on the agenda item ("Final Agenda Sheet"). All draft agreements, permits and other documents on which a Board action is based or that require Board approval shall be attached to the Final Agenda Sheet. However, if the size of the draft agreement(s), permit(s) or other document(s) is cumbersome, making it impracticable to attach them to the Final Agenda Sheet, they shall be (a) provided to the Board with the Final Agenda Sheet and (b) made available to the public on the internet with a citation to the internet site in the Final Agenda Sheet and in the Office of the District Clerk. A citation to all reference documents or materials discussed in a Final Agenda Sheet or shall be provided in the Final Agenda Sheet. The citation shall include the location where the reference documents or materials can be inspected.

11. The order of business shall be:

    a) Call to Order
    b) Roll Call
    c) Approval of Minutes
    d) Public Communications
    e) Consent Agenda Items. Items of routine nature shall be indicated as consent items and shall be acted upon without individual comment with one vote; provided, however, should anyone indicate a desire to discuss any item listed as a consent matter, that item shall be removed from the consent calendar for separate discussion and voting.
    f) Regular items requiring Board action arranged in a sequence which will minimize unnecessary waiting by the public and interested parties.
    g) Officer's reports
    h) Other Matters
    i) Adjournment

12. The Chair shall have discretion to request disclosure of ex parte communications regarding quasi-judicial matters presented before the Board of Port Commissioners in a formal proceeding. For purposes of this section, ex parte communications include any oral or written communication concerning any substantive issue in a formal proceeding. Ex parte communications shall not include communications between Commissioners, as afforded by law, and District staff, nor communications addressing procedural issues.

13. The affirmative vote of a majority of the members of the Board (four) shall be required for any official act of the Board, except as otherwise provided by law.

14. The absence of any Board member from any Board meeting shall be excused following the roll call, whenever the absence is caused by official business of the District, or when illness or other urgent necessity prevents his or her attendance.

15. The reason for absences, either "District business" or "personal reason," shall be reported in the official minutes of Board meetings.

RESOLUTION NUMBER AND DATE: 2013-148 dated September, 10, 2013 (Supersedes BPC Policy 021, Resolution 2013-43 dated March 5, 2013, Resolution 2011-54, dated April 12, 2011; Resolution 2008-226, dated November 4, 2008; Resolution 2005-78, dated May, 10, 2005; Resolution 2001-249, dated November 13, 2001; Resolution 98-02, dated January 13, 1998; Resolution 81-238, dated October 6, 1981; Resolution 81-75, dated February 24, 1981; Resolution 71-243, dated October 5, 1971; Resolution 70-247, dated November 3, 1970; Resolution 68-298, dated December 3, 1968; Resolution 63-52, dated February 21, 1963; and Resolution 63-202, dated July 30, 1963)