

**Resolution 50-15  
of the  
San Mateo County Harbor District  
to  
Amend Resolution 19-13  
Rules for the Preparation and Distribution of Regular Meeting Agendas**

**Whereas**, Ordinance No. 46, codified as Section 2.105 of the San Mateo County District Code, provides in part "The Board shall adopt rules and regulations governing the preparation and distribution of the agenda for each regular meeting; and

**Whereas**, the Board has adopted Resolution 5-94, amended through Resolution 19-13, governing the preparation and distribution of the agenda for regular meetings of the Harbor Commission; and

**Whereas**, further revisions to the procedures for placing items on the agenda for Harbor Commission meetings is desired.

**Now, Therefore, Be It Resolved** by the Board of Harbor Commissioners of the San Mateo County Harbor District that the following rules shall govern the preparation and distribution of the agenda for regular meetings of the Harbor Commission.

**Rules for Preparation of Agenda**

**I. General:**

The following rules for the preparation of the agenda for Harbor Commission Meetings are based on the premises that it is in the interest of good government that the San Mateo County Harbor District be fully informed on all matters upon which it is called upon to act; that the Harbor Commission relies upon the members of the Harbor District staff to prepare proper reports and thorough research and investigation require adequate time to carry out their duties and responsibilities.

**II. Preparation of Agenda:**

**A. Authority to place matters on the Agenda:**

The following persons shall have the authority to place matters on the agenda:

1. All members of the Board of Harbor Commissioners.
2. The General Manager of the District.
3. The legal counsel of the District.

**B. All matters placed on the agenda shall be identified on the basis of the individual proponent or proponent group.**

**C. All matters to be placed on the agenda shall be presented in writing (detailing exact wording) to the General Manager. The General Manager shall provide such stenographic services as are available to allow a Commissioner to dictate the agenda item over the phone or in person to be typed for submittal to the General Manager.**

- D. The deadline for submitting agenda items shall be 12:00 o'clock noon on the eighth day preceding the Commission meeting. This includes all reports and materials to be included in the Agenda packet.
- E. Once the agenda has been printed, an item may not be removed therefrom except by the majority vote of the Commission at the time the item is called at the meeting.
- F. Any Commissioner is allowed one item per Commissioner per meeting by submitting the item to the General Manager according to the above procedures.
- G. If a Commissioner wishes to place an item on a future agenda in addition to the one item allowed by Section F, he or she shall first suggest the item under the Commissioner Statements and Requests portion of the Harbor District meeting agenda; and shall make a motion to that effect. If the motion is successful by majority vote, the item will be placed on a future agenda.

**III. Posting of Agenda:**

- A. The agenda shall be posted in compliance with the provisions of the "Brown Act", Government Code §54950 et sequitur.
- B. The agenda shall also be posted on the District website.


**IV. Distribution of the Agenda:**

- A. Copies of the agenda shall be distributed to:
  - 1. All members of the Board of Harbor Commissioners.
  - 2. Each of the Harbor Masters.
  - 3. Legal Counsel of the Harbor District.
  - 4. Members of the public who have requested the agenda in writing, providing that they have paid the fee to cover the cost of distribution.
- C. At the Commission Regular Meetings, copies of the agenda shall be made available for the public attending the meeting.

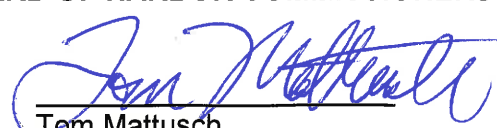
**Regularly passed and adopted** at a regular meeting of the Board of Harbor Commissioners of the San Mateo County Harbor District held this 7<sup>th</sup> day of October, 2015, by the vote of the members recorded as follows:

For: Brennan, Bernardo, David, Parravano, Mattusch  
 Against: None  
 Absent: None  
 Abstention: None

**Attested**

  
 \_\_\_\_\_  
 Melanie Hadden  
 Temporary Deputy Secretary

**BOARD OF HARBOR COMMISSIONERS**

  
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 Tom Mattusch  
 President