

Union Bay Improvement District

Board Meeting Attendance and Delegations

Approved by: Board of Trustees
Date: November 9, 2005
Policy Number: 4.05.13

Purpose: To establish clear guidelines for the public attendance and delegations at board meetings.

Background: From time to time, landowners may wish to attend the board meetings for information purposes as well as present as a delegation. In order to accommodate this opportunity, reasonable guidelines need to be established to ensure that fire and safety capacity is not exceeded and that board meetings can address the delegations on a timely basis.

Procedures:

1. General requests to attend the meeting shall be received prior to the day of the meeting to ensure that capacity of the room is not exceeded. Seating will be confirmed at the time of the request.
2. Delegations will submit a written request giving an outline of the topic to be discussed seven days before a board meeting. Two delegations will be allowed per meeting with a maximum of 5 people each. Scheduling of delegations will be confirmed.
3. Delegations will present and discussion of the issue may be deferred for further review by the staff before a response will be formed.
4. Visitors will be escorted to the meeting by authorized personnel.

I HEREBY CERTIFIED THAT the foregoing is a true copy of Policy No. 04.05.13 as adopted by the District and sealed with the District seal on the 9th day of November 2005.

Brenda Fisher, Administrator