

RESOLUTION NO. B18-001

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CSAC EXCESS INSURANCE AUTHORITY
AMENDING THE AGENDA AND CONDUCT OF MEETINGS POLICY**

WHEREAS, all meetings shall be open to the public and the Board of Directors is committed to encouraging participation in its actions by providing adequate notice of items it is to consider and allowing all persons to attend any meeting and have the opportunity to address the Board and its Committees; and

WHEREAS, the principal purpose of a prepared agenda is to assist the Board of Directors and its Committees in the expeditious conduct of their business and to inform the public, members and other interested parties of matters scheduled for consideration by the Board and its Committees at a particular meeting; and

WHEREAS, the Board of Directors and its Committees shall comply with the provisions of the California Open Meeting laws, commonly referred to as the Ralph M. Brown Act (Government Code Section 54950 et seq.);

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CSAC EXCESS INSURANCE AUTHORITY that the Agenda and Conduct of Meetings Policy is hereby amended effective March 2, 2018, as follows:

1. Preparation. Each item of business to be considered at a regular Board or Committee meeting must appear on the agenda for that meeting, including items to be discussed in closed session, except as provided in paragraph 7 of this Resolution. The agenda shall include a brief general description of each item of business to be transacted or discussed. The description should be calculated to reasonably inform the public as to the nature of the item.
2. Publication. A tentative agenda, including all written material then available pertaining to an item on the agenda shall be distributed to all Board or Committee members as the case may be, no later than seven days in advance of the meeting. Occasionally, agenda items may become known after distribution of the tentative agenda. In such cases, agenda items may be added prior to the posting of the final agenda. Additional written materials pertaining to items on the agenda will be distributed prior to the meeting if possible. The agenda for each regular meeting shall be available and posted as required by law at least 72 hours prior to the meeting. By that time, copies shall also be available to the public in the office of the Secretary of the Board. Upon request, any person may have a copy of the agenda or other pertinent written materials provided to them by the Secretary of the Board.
3. Agenda Posting. At least 72 hours before the regular meeting, the agenda shall

be posted on a posting board at or near the public entrance to the Authority's offices, 75 Iron Point Circle, Folsom, California, and on the Authority's website.

4. Order of Business. Board of Directors and Committee business at a regular meeting shall be listed on the agenda in a logical order, as determined by the Chief Executive/Secretary of the Board, with a preference for action items to be placed towards the beginning of the meeting. However, the President or Committee Chair may take items out of order during the meeting.
5. Public Comment. At each regular meeting, the Board or Committee shall provide an opportunity for any member of the public to address the Board or Committee on a matter within the jurisdiction of the governing body. The total amount of time for public comment shall be no more than fifteen minutes, unless additional time is granted at the discretion of the President or Committee Chair. The President or Committee Chair, with consensus of the Board or Committee, may establish reasonable regulations including, but not limited to, limiting the amount of time allocated for public testimony on particular issues and for each speaker. A speaker shall not be heard during the "Public Comment" portion of the meeting on a matter listed on the agenda. Comments on agenda items are appropriate when the item is being discussed by the Board or Committee. The Board or Committee shall not take action on any item not appearing on the agenda, unless the action is authorized through Off Agenda Procedures outlined in paragraph 7 of this Resolution. However, the Board or Committee hereby gives the President or Committee Chair the authorization to refer matters raised during the "Public Comment" period to the appropriate staff.
6. Consent Agenda. The Consent Agenda shall be comprised of items which the Chief Executive/Secretary determines will not require discussion. Such items would include minutes of the previous meeting, ratification of Executive Committee actions, disclosures of actions and authorities, non-controversial written reports, etc. A Consent Agenda item shall be open for discussion on the request of a member of the Board, Committee, or member of the public. Items on the Consent Agenda are approved by one vote of the Board or Committee members present.
7. Off Agenda Items. Except as provided in this paragraph, no action or discussion shall be taken at a regular meeting on any item which does not appear on the posted final agenda. An item may be added to the final agenda, after the final agenda has been posted, upon a determination by a two-thirds vote of the Board or Committee or a unanimous vote if less than two-thirds of the Board or Committee is present; the vote shall be on a motion stating that there is a need to take immediate action and that the need for action came to the attention of the Authority subsequent to the final agenda being posted. Any such motion shall be accompanied by distribution of a written statement on a form provided by the Chief Executive/Secretary, to be included in the record, stating the facts upon which it can be determined that the need to take action arose after the final agenda was

posted. In addition, action may be taken on an item not on the posted final agenda under the circumstances stated in Government Code Section 54954.2 (b)(1) [emergency] and 54954.2 (b)(3) [continued regular meetings].

8. Time Limits. The President or Committee Chair, with consensus of the Board or Committee respectively, may adopt reasonable regulations including, but not limited to, limiting the amount of time allocated for testimony on particular issues and for each individual speaker.
9. Teleconferencing. Meetings of the Board of Directors and Committees may be held by the use of teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law.

PASSED AND ADOPTED by the Board of Directors of the CSAC Excess Insurance Authority, this 2nd day of March, 2018, by the following vote:

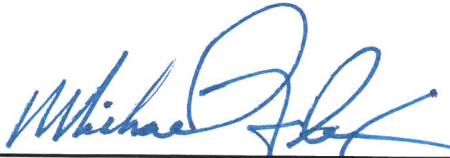
AYES: Counties of Alameda, Amador, Butte, Colusa, Contra Costa, El Dorado, Fresno, Imperial, Kern, Kings, Merced, Napa, Placer, Sacramento, San Bernardino, San Joaquin, San Luis Obispo, Santa Clara, Santa Cruz, Shasta, Sierra, Solano, Sonoma, Stanislaus, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba and Janice Galleher, Scott Schimke, Mike James, Greg Borboa, Kimberly Greer, Claudia Castillo Del Muro, and C. Paul Frydendal

NOES: None

ABSTAIN: None

ABSENT: Counties of Alpine, Calaveras, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Modoc, Mono, Monterey, Nevada, Orange, Plumas, Riverside, San Benito, San Diego, Santa Barbara, Siskiyou, Sutter and Barbara Esquivel, Ashley Fenton, and one vacant PE position

ATTEST:


Michael D. Fleming, CEO/Secretary
CSAC Excess Insurance Authority


James Brown, President
CSAC Excess Insurance Authority