

SMUD BOARD POLICY

Category: Governance Process	Title: AGENDA PLANNING
Date of Adoption: December 19, 2002	Policy Number: GP-4
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	Resolution No. 08-03-07

To accomplish its strategic leadership consistent with Board policies, the Board will develop and follow an annual work plan that ensures the Board (a) focuses on the results the Board wants the organization to achieve, (b) defines the conditions of the District that it considers acceptable and unacceptable; c) meets its other obligations as stated by law or policy; and (d) continually improves its performance through education, feedback, and deliberation.

Specifically:

- a) The Board will agree in advance on the topics and issues that it wishes to explore and create an annual work plan to guide District staff in preparing the agendas for regular board meetings and standing committee meetings.
- b) Education related to determining the desired results will be arranged so that it enables the Board sufficient time for deliberations prior to the adoption of its annual budget.
- c) Members of the Board, the General Manager, and his or her designees may place matters on Board agendas. Prior to placing an item on the agenda, a board member should confer with the Board President (or committee chairs, in the case of standing committee meetings) or both, as appropriate. When a Board member invites people to speak at a Board or committee meeting, the Board member will confer with the Board President or committee chair, as appropriate. As a general practice, the Board President (or committee chairs, in the case of standing committee meetings) and General Manager shall coordinate when an item is placed on the agenda.

- d) Items may be placed on the agenda on either the consent calendar or the discussion calendar. An item placed on the consent calendar may be moved from the consent calendar to the discussion calendar at the request of any Board member during a Board meeting prior to the vote to approve the agenda.
- e) The Board President shall ensure that the Board's agendas meet the goals of the annual work plan.
- f) The Board Secretary's office, under the direction of the General Manager and the Board President, shall prepare and issue an agenda for each regular meeting of the Board. The Assistant General Managers, under the direction of the General Manager and in coordination with the standing committee chairs, shall prepare and issue an agenda for each standing committee meeting.

Monitoring Method: Board Report
Frequency: Annual