

A Policy of the Gualala Municipal Advisory Council

(Adopted 1 July 2010)

Policy Regarding Handling and Processing of GMAC Agenda

One of the specifically enumerated advisory powers of the Gualala Municipal Advisory Council (GMAC) is “Planning” in the Gualala area. Resolution Number 97-03 5 of the Mendocino County Board of Supervisors specifically states that GMAC is to “advise the Board of Supervisors on current and long term planning and development projects.”

The uniform creation, processing, and noticing of the GMAC agenda and minutes are critical to GMAC meeting its most basic obligations to the public and the Mendocino County Board of Supervisors that it serves.

The GMAC members wish to adopt a formal and consistent protocol for such instances for purposes of transparency, clarity, and to diminish any suggestion of conflicts of interest. Therefore, Council members will adhere to the following:

- 1) Regular Meeting Agenda:
 - a. An agenda template to be used on an on-going basis shall be agreed upon by GMAC. This template shall not be materially altered without the consent of the Council.
 - b. The agenda for each subsequent meeting shall be set at the conclusion of each previous meeting.
 - c. Agenda items can be added until ninety-six (96) hours prior to the next scheduled meeting.
 - d. Any agenda item a GMAC member wishes to add to the next scheduled GMAC meeting, after the close of the last scheduled meeting, must be submitted to the Council Secretary, where it will be forwarded to the Council Chair for approval. Once the Council Secretary receives approval or denial from the Council Chair, notification will be sent to the requesting GMAC member. If approved, a request to add the item to the agenda will be sent to the Council Administrator from the Council Secretary.
 - e. All requests to add an agenda item to the agenda will include the following information:
 - Name of Council member requesting item be added to the agenda.
 - Title of the item the Council member wishes added to agenda.
 - Brief description of the topic/issue.

- If applicable, name(s) of person(s), if other than a Council member, who will lead the discussion on the topic/issue.

If a member of the public wishes for a topic/issue to become an agenda item and discussed at a future GMAC meeting, this can be accomplished by:

- making a request, in writing, to GMAC, requesting that a subject become an agenda item at a future meeting. At the next regularly scheduled meeting, the request will be read by the Council Secretary or the Council Administrator during the “Secretary and Administrator’s Reports” section of the agenda. The Council will discuss and vote to approve the topic as a future agenda item, and choose which month it will appear on the agenda.
 - making a request in person at a scheduled GMAC meeting during the “Public Input” on “Non-agenda Items” portion of the meeting. The Council will discuss and vote to approve the topic as a future agenda item, and choose which month it will appear on the agenda.
- f. The draft meeting agenda shall be distributed by the Council Administrator to the Council Secretary and the Council Chair for review at least ninety-six (96) hours before the scheduled GMAC meeting.
- g. The Council Chair will send any requested changes to the Council Secretary.
- h. Council Secretary will make the necessary changes and forward a revised copy of the agenda to the Council Chair for review.
- i. Once all changes have been made to the Chair’s satisfaction, the final, approved version of the agenda will be forwarded to the Council Administrator for public noticing, to all GMAC members, and to the GMAC Webmaster for posting on the GMAC website.
- j. The GMAC Administrator or the GMAC Secretary will be responsible for physically posting the final, approved agenda at the following locations at least seventy-two (72) hours prior to the scheduled meeting:
- The scheduled meeting location.
 - The Gualala Post Office.
 - The Anchor Bay Store.

2) Special Meeting Agenda:

- a. An agenda template to be used on an on-going basis shall be agreed upon by GMAC. This template shall not be materially altered without the consent of the Council.

- b. The agenda for a Special Meeting shall be set for a specific item(s) and may function in the state of an emergency.
- 3) This policy will be reviewed and revised as necessary.