

## POLICIES AND PROCEDURES FOR COMMITTEE MEETINGS

### MARIN HEALTHCARE DISTRICT

Adopted: March 8, 1994  
Amended: September 13, 1994  
Amended: April 15, 1997  
Amended: August 10, 1999  
Amended: May 14, 2002

#### I. GENERAL PROVISIONS.

##### A. SCOPE AND APPLICATION

These Policies and Procedures for Committee Meetings apply to the meetings of Standing Committees of the Marin Healthcare District Board of Directors which are subject to the open meetings provisions of the Ralph M. Brown Act (Government Code §§54950 et seq., "the Brown Act").

##### B. DEFINED TERMS.

1. "Board" means the District Board.
2. "Committee" means a Standing Committee of the Board, regardless of composition, which has a continuing subject matter jurisdiction or a fixed meeting schedule. (§54952(b)) Committee shall include the Lease and Building Committee and the Management, Finance and Audit Committee. Committee does not include special committees.
3. "Meeting" means any meeting of a Committee as defined in ¶I.B.2 above. Except as provided to the contrary in the Brown Act, "Meeting" shall include any meeting of Committee members as defined in §54952.2 of the Brown Act
  - a. "Quarterly Meeting" means the quarterly meeting of a Committee.
  - b. "Special Committee Meeting" means any meeting of a Standing Committee other than a Quarterly Meeting.
4. "Hospital" means the health care facility known as the Marin General Hospital.
5. "Medical" and "healthcare" shall include psychiatric and mental health care.
6. Defined terms used but not defined herein shall have the meanings provided for same contained in the Policies and Procedures for Board Meetings.

#### II. PLACE AND TIME OF COMMITTEE MEETINGS

##### A. LOCATION

Except as permitted by law, Committee meetings shall be held at a location within the District. (§54954)

B. DATES AND TIMES OF COMMITTEE MEETINGS.

Quarterly Meetings of all standing committees shall be held the first month following the end of each quarter. The date and time of Quarterly and Special Committee Meetings shall be determined by the Committee Chair, in consultation with the other Committee member(s) and the Assistant Secretary.

C. DISTRIBUTION OF MEETING NOTICE.

1. Quarterly Meetings. Not later than ten days before each Quarterly Meeting, notice of a Quarterly Meeting shall be delivered, mailed, or transmitted electronically to: each Board member; newspapers of general circulation within the District; the County government, City or Town governments, and libraries within the District for public posting; and any other representative of the media or person for whom a written request is on file in the District Office at the time the notice is given. If the District has a web site, the notice of the Quarterly Meeting shall be placed there. The notice of the Quarterly Meeting shall be posted in the main lobby of the Hospital. (§54954.1).
2. Special Committee Meetings. As soon as practical but not less than 24 hours prior to a Special Committee Meeting, notice of a Special Committee Meeting shall be delivered, mailed or transmitted electronically to: each Board member; newspapers of general circulation within the District; the County government, City or Town governments, and libraries within the District for public posting; and any other representative of the media or person for whom a written request is on file in the District Office at the time the notice is given. If the District has a web site, the notice of the Special Committee Meeting shall be placed there. The notice of the Special Committee Meeting shall be posted in the main lobby of the Hospital. (§§54954.1 and 54956).

D. MEETING NOTICE REQUESTS.

A written request to receive Committee meeting notices and/or agendas shall be valid for twelve months from the date filed with the District. Unless a written renewal request is received by the District within twelve months of a prior request, no further meeting notices and/or agendas will be sent. The District may set a fee to cover costs of distributing meeting notices and/or agendas. (§54954.1)

III. PREPARATION OF THE AGENDA.

The Chair of a Committee, with the assistance of the Administrative Assistant, shall be responsible to oversee the preparation of the agenda for Committee meetings. The agenda items for a Committee meeting shall be within the subject matter of the Committee as determined by or under the District Bylaws. The Committee Chair shall determine the order of agenda items and shall make time allocations for the agenda items in 5-minute increments. In general, policies and procedures outlined in ¶III of the Policies and Procedures for Board Meetings shall be followed, except that the term "Quarterly Meeting" shall be substituted for "Regular Meeting" as appropriate.

IV. CONTENTS OF THE AGENDA.

A. AGENDA ORDER

The general order of the agenda for a Meeting shall be:

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of the Minutes
5. Routine Business Items (such as quarterly reports)
6. Old Business
7. New Business
8. Adjournment

B. CHANGING THE AGENDA ORDER.

The Committee Chair shall have the discretion to change the order of agenda items.

V. DISTRIBUTION OF THE AGENDA AND AGENDA PACKAGE.

A. POSTING OF THE AGENDA.

1. Time for Posting.

- a. Quarterly Meetings. The agenda for a Quarterly Meeting shall be posted no later than 72 hours before the meeting. (§54954.2)
- b. Special Committee Meetings. The agenda for a Special Committee Meeting shall be posted no later than 24 hours before the meeting. (§54956)

2. Place and Manner of Posting.

The agenda for a meeting shall be posted in a conspicuous place in the main public lobby of the Hospital that is freely accessible to all members of the public. The date and time of the posting shall be noted on the posted agenda and on a file copy, and signed by the person posting the agenda. (§54954.2)

B. DISTRIBUTION OF THE AGENDA AND AGENDA PACKAGE.

On the same day the agenda for a Committee meeting is posted, the agenda shall be delivered, mailed, or transmitted electronically to: each Board Member; newspapers of general circulation; the County government, City and Town governments, and libraries for posting; and other media and members of the public having filed written requests to receive same. The agenda package shall be distributed to Board members with the agenda. To encourage maximum community knowledge of District affairs, agenda packages will be provided to media representatives free of charge upon

request. Members of the public may come to the District office during its office hours to view the agenda and agenda package without charge. The District may set a fee to cover costs of distributing the agenda and agenda package to the public.

VI. CONDUCT OF A COMMITTEE MEETING.

The policies and procedures for conduct of a Committee Meeting shall be as described in ¶VI of the Policies and Procedures for Board Meetings.

VII. RIGHTS OF MEMBERS OF THE PUBLIC.

Rights of members of the public shall be as described in ¶VII of the Policies and Procedures for Board Meetings.

VIII. RECORDING OF COMMITTEE MEETINGS.

A. Recording by the District.

1. Minutes: In the absence of the Administrative Assistant at Committee meetings, the Board member who is not the Committee chair shall take minutes and prepare a rough draft to give to the Administrative Assistant. The Administrative Assistant shall formally prepare the draft Committee meeting minutes. To expedite timely Board functioning, the Committee chair may report on Committee actions before the Committee has approved its minutes. After the Committee has approved its minutes, they shall be forwarded for the next Regular Meeting of the Board. Minutes of Committee meetings should reflect the action and discussion items considered at meetings and the actions taken on such items.

2. Recording Committee Meetings. Recording of Committee meetings shall be as described in ¶VIII.A.2 and ¶VIII.B of the Policies and Procedures for Board Meetings.

IX. RULES OF DECORUM

Rules of Decorum shall be as described in ¶IX of the Policies and Procedures for Board Meetings.

X. OTHER POLICIES AND PROCEDURES.

A. Copies of these Policies and Procedures shall be distributed in the manner prescribed in the Policies and Procedures for Board Meetings. (§54952.7)

B. These Policies and Procedures may be amended in the manner prescribed in the Policies and Procedures for Board Meetings.

C. In the event there is a conflict between these Policies and Procedures and the Policies and Procedures for Board Meetings, these Policies and Procedures will govern the action of the Committees. In the event there is a conflict between these Policies and Procedures and the Brown Act, the Brown Act will govern the actions of the Board.