

**SUBJECT***Order of Business of Board of Directors' Meetings – Consent Calendar***RECOMMENDED ACTION – N/A***This is an Information Item.***BACKGROUND**

During the April 22, 2019 Long Beach Transit (LBT) Board of Directors' meeting, Director Carrillo requested a "staff report that outlines potential process and recommendation to potentially integrate a consent calendar." What follows is an overview of the LBT agenda process, structure and the consent calendar.<sup>1</sup>

**AGENDA TITLES/PURPOSES**

The purpose of the agenda is to inform the public about the topics that will be discussed at the meeting. It is required by the Ralph M. Brown Act (Brown Act), California's open meeting law, that the titles be as specific as necessary to fully describe the topic.

**LONG BEACH MUNICIPAL CODE (LBMC) AND LBT AGENDA FORMATS**

Pursuant to the LBMC and the Long Beach City Clerk Authorities, Boards, Commissions, and Committees Handbook (revised July 24, 2014), prior to the scheduled meeting, the agenda shall be formatted and distributed to include:

<b>LBMC City Council Agenda Format</b>	<b>Proposed LBT Agenda Format</b>
Call to Order by the Chair	Call to Order by the Chair
Roll Call by the Clerk	Roll Call by the Board Secretary
Hearings	<b>Consent: Approval of Minutes (Action)</b>
Public Comment	Employee Recognition
Consent: Approval of Minutes	Public Comment
Old Business	Advisory Committee Reports, Announcements
Regular Agenda	Information Items
New Business, Reports, Announcements	Action Items
Public Comment	Public Comment
Adjournment	Board Requests
	Adjournment

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<sup>1</sup> The order of business at LBT board meetings is governed by the Brown Act (Cal. Gov. Code sec. 54951), the Long Beach Municipal Code secs. 2.18.080, 2.03.040, 2.18.020, Robert's Rules of Order, and LBT By-Laws, as amended October 25, 2010, Article 6, Sec. 4.

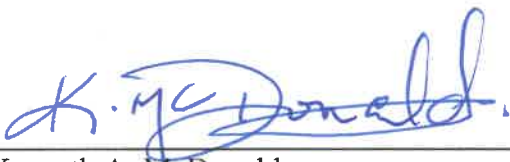
**PROCESS TO INTEGRATE A CONSENT CALENDAR**

LBMC sec. 2.03.040 provides in relevant part, “The order of business of the [LBT Board of Directors] at all regular meetings shall be ... unless otherwise waived by consent of the [Board of Directors].” In addition, LBMC sec. 2.18.080 provides in relevant part, “[the Long Beach Transit Board of Directors] may promulgate such rules and regulations for its conduct as it deems necessary. Meetings shall be conducted in accordance with Robert’s Rules of Order.” Lastly, LBT’s By-Laws provide in relevant part, “[LBT] shall be subject to [the Brown Act].”

Based on the foregoing authorities, the Board of Directors may integrate a consent calendar into its agenda format.

The process to integrate a consent calendar into the LBT agenda format would consist of the Board requesting a staff report for a subsequent meeting, which would include a proposed agenda format including a consent calendar for the Board to adopt, and then a Board member moving that the Board adopt the proposed agenda format. Another Board member would second the motion and the Board would vote on the motion. If a majority of the quorum votes for the motion, it will pass and the President and CEO will integrate a consent calendar into the LBT agenda format going forward.

Were the Board to integrate a consent calendar into its agenda (see Proposed LBT Agenda Format above), the General Counsel recommends that the following matters be placed thereon: approval of minutes. Because the purpose of the Brown Act (California legislative policy), discussed above, is to inform the public about the topics that will be discussed at the Board meeting, in keeping LBT with this policy (and, its spirit), the General Counsel recommends that information items, such as the President and CEO’s Monthly Report and the Monthly Financial Report, as well as action items, such as the approval of budgets, remain on the regular agenda.



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Kenneth A. McDonald  
President and Chief Executive Officer