

Staff Report

for the Regular Meeting of the Board of Directors, December 13, 2017

TO: Board of Directors

FROM: Kris Stepanian

DATE: December 5, 2017

SUBJECT: Proposed Revisions to Board Policy 5020 - Board Meeting Agenda

ADMINISTRATION

RECOMMENDATION:

Adopt Resolution 2017-34 (Updating Administrative Policy 5020 – Board Meeting Agenda), as recommended by the Administrative Practices Committee on November 7, 2017.

BACKGROUND:

The current Board Policy 5020 does not align with the current Board agenda format. Proposed updates will bring the agenda and the policy into alignment.

In effort to promote the District's commitment of providing a safe and violence-free workplace, and to minimize disruptions in the boardroom, Item 5020.6.5 has been added, which derived from the following District Policies:

- 2200 - Workplace Security and Prohibition Against Weapons
- 5030 – Board Meeting Conduct

The wording on the agenda pertaining to Item 5020.6.5 may be changed from time to time at the direction of the General Manager.

BUDGETARY IMPACT: None

Attachments:

- Resolution 2017-34
- Draft Policy 5020 – Board Agenda
- Draft Board Agenda Template
- Board Policy 2200 – Workplace Security and Prohibition Against Weapons
- Board Policy 5030 – Board Meeting Conduct



RESOLUTION No. 2017-34

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**UPDATING ADMINISTRATIVE POLICIES –
Board Meeting Agenda**

WHEREAS, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

WHEREAS, the District’s insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

WHEREAS, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

WHEREAS, certain District policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and

WHEREAS, such draft policies have been reviewed by the District’s Legal Counsel and found to be in accordance with law.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Nevada Irrigation District hereby adopts the following policies as attached, and shall be incorporated herein:

#5020 Board Meeting Agenda

BE IT FURTHER RESOLVED, that the attached policies shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

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PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 13th day of December 2017, by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAINS:	Directors:

President of the Board of Directors

Attest:

Secretary to the Board of Directors

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

- 5020.1** The General Manager, in consultation with the Board President, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act for each regular and special meeting of the Board of Directors. Absent approval of the General Manager, the agenda will be "closed" to the addition of new items at 12:00 PM on the Wednesday preceding the regular meeting of the Board of Directors. Any Director may request that the General Manager place an item on the agenda no later than 5:00 PM on the Tuesday prior to the closing of the Agenda.
- 5020.2** Any member of the public may request that a matter directly related to District business be considered for placement on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
- 5020.2.1** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the close of the agenda for the meeting where the item is to be considered. If the General Manager decides the request should be placed on a Board agenda, General Manager may exercise his/her discretion in including the item on the next, or a subsequent meeting, agenda depending on the press of other business before the Board.
- 5020.2.2** The General Manager shall be the sole judge of whether the request is or is not a "matter directly related to District business" in determining whether to place the matter on a meeting agenda. The person requesting the agenda addition may request that the Board of Directors reconsider the General Manager's adverse decision at the next regular meeting of the Board of Directors. Notwithstanding the determination of the General Manager, any Director may request that the item be placed on the agenda of a regularly scheduled Board regular meeting at the earliest feasible date.
- 5020.2.3** No matter which is authorized for consideration by the Board in closed session will be accepted under this policy;
- 5020.2.4** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
- 5020.3** This policy does not prevent the Board from taking public comment at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall also post the agenda on the District's website for public information. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review at the time it is made available to the Board.

5020.4.1 The agenda for a special meeting shall be posted in the same location at least 24 hours before the meeting.

5020.5 NID Board Agendas for regular meetings shall be in the following format:

5020.5.1 **STANDING ORDERS:** Standing orders shall include the Call to Order, the Pledge of Allegiance and any introductions.

5020.5.2 **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** Members of the public shall be allowed to address the Board of Directors on items which are of interest to the public and which are within the jurisdiction of the Board, but which are not on the posted agenda; however, no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Board pursuant to Government Code Section 54954.3. The Board may limit public comment time.

5020.5.3 **CONSENT AGENDA:** The Consent Agenda consists of those items which are routine and/or should not be discussed; i.e., certain claims. The following items, if presented to the Board, would typically appear on the Consent Agenda:

Minutes

Acceptance of Routine Easements

Statement of Investment Policy

Treasurer's Quarterly Report of Investments

Advanced recommendations from the appropriate Committee

Other routine items of a non controversial nature: Annual Disclosure of Reimbursement to Employees and Directors and Declaration Regarding Receipt of Honoraria of Gifts

Variances recommended for approval by the Variance Committee

The Consent Agenda would be approved by one motion of the Board adopting the Consent Agenda and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Agenda. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Agenda, or as soon thereafter as practicable.

5020.5.4 **SPECIAL ORDERS:** Special Orders are those items of business which are set for consideration at a specific time during the meeting. Special Orders interrupt pending business at the time fixed unless this rule is suspended by motion adopted by the Board. Board hearings shall be designated Special Orders for the times fixed therefore by the Board of Directors. If a special time on the agenda is needed for the

appearance of a person or persons, the Board Secretary shall set the appointment.

5020.5.5 **GENERAL ORDERS:** General Orders include those items of regular District business which have not been referred to a Board committee and which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff.

5020.5.6 **GENERAL MANAGER'S REPORT:** The Manager will provide a report on current activities within the District of interest to the public and the Board. Items to be discussed by the General Manager will be conditions of current water supply and water sales, legislative or regulatory items of interest not yet requiring action, and public affairs activities occurring within the District directly or indirectly involving District operations.

~~5020.5.7 **BOARD COMMITTEE REPORTS:** All committee reports shall be submitted to the Board Secretary prior to noon on the Wednesday preceding the Board meeting. Such reports shall be in two parts: one part giving the recommendations for Board action by the committee (ACTION items), and the second part detailing all items discussed by the committee (DISCUSSION items).~~

5020.5.78 **BOARD OF DIRECTORS ITEMS/REPORTS:** Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community comments and activities of interest.

5020.5.89 **INFORMATIONAL CORRESPONDENCE:** Included in this section of the Board's agenda will be memos detailing actions taken pursuant to prior Board authorization, and all other items of correspondence directed to the Board of Directors, including those items which have been or will be directed to a Board committee.

5020.5.9 **PUBLIC COMMENT ON ANY ITEM TO BE CONSIDERED IN CLOSED SESSION**

5020.5.10 **CLOSED SESSION:** Closed Session may be held as set forth in the Government Code.

5020.5.11 **ADJOURN**

5020.6 Preparing NID Board Agendas

5020.6.1 The agenda for the regular meetings of the Board of Directors is mailed on **or before** the **Friday Thursday** prior to the Board of Directors meetings, which are held on the second and fourth Wednesdays of each month. To allow sufficient time for preparation and assembly of the agenda, all agenda items must be given to the Board Secretary no later than noon on Wednesday preceding the meeting.

5020.6.2 A copy of the Board of Directors Meeting agenda and Board Committee Meeting agendas will be available for public review at the display cases located in the Board Room Lobby, the Business Center Lobby and at the East Annex on **or before** the **Friday Thursday** preceding the meeting. A public review copy of the agenda packet also will be available in the Board Room Lobby on the day of the meeting.

5020.6.3 All Staff Reports to the Board shall be submitted to the Board Secretary prior to noon

Wednesday preceding the meeting, to be placed on the Agenda. Staff Reports shall give a concise description of the subject matter and the specific action requested of the Board.

5020.6.4 When necessary, Department heads are to complete a budget transfer/amendment form and submit it to the Finance Manager for consideration by the Administrative Practices Committee. The Committee's recommendation will be noted on the form and presented with the Staff Report to the Board Secretary prior to noon Wednesday preceding the Board of Directors' meeting.

5020.6.5 The Agenda may include notices pertaining to District Policies, in effort to promote the District's commitment of providing a safe and violence-free workplace and to minimize disruptions in the Board room.



1036 West Main Street, Grass Valley, CA 95945
Telephone: (530) 273-6185 / Facsimile: (530) 271-6838
Web Site: www.nidwater.com

Nick Wilcox, President of the Board – Division V
William Morebeck, Vice President – Division IV
Nancy Weber - Division I
John H. Drew - Division II
W. Scott Miller - Division III

AGENDA

THE NEVADA IRRIGATION DISTRICT BOARD OF DIRECTORS
WILL MEET IN REGULAR SESSION AT THE DISTRICT'S BOARD ROOM LOCATED AT
1036 WEST MAIN STREET, GRASS VALLEY,
AT 9:00 A.M. ON WEDNESDAY, _____

CALL THE MEETING TO ORDER

* * *

PLEDGE OF ALLEGIANCE

* * *

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA *

Please limit comments to three (3) minutes per person

* * *

CONSENT AGENDA:

* * *

SPECIAL ORDERS:

9:15 A.M. – EMPLOYEE INTRODUCTIONS:

* * *

Please Note: District Policy 2200 strictly prohibits employees, consultants, visitors or anyone else on District premises or engaged in a District-related activity, from behaving in a violent or threatening manner; this includes bullying or unreasonable behavior that demeans, intimidates or humiliates others, and causes disruptions in the boardroom.

GENERAL ORDERS:

* * *

GENERAL MANAGER’S REPORT:

The General Manager will provide a report on current activities within the District of interest to the public and the Board. Items to be discussed by the General Manager will be conditions of current water supply and water sales, legislative or regulatory items of interest not yet requiring action, and public affairs activities occurring within the District directly or indirectly involving District operations.

* * *

BOARD OF DIRECTORS’ ITEMS / REPORTS:

Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community comments and activities of interest.

* * *

PUBLIC COMMENT ON ANY ITEM TO BE CONSIDERED IN CLOSED SESSION

* * *

CLOSED SESSION (if any)

* * *

ADJOURN

The next meeting of the Board of Directors will be held on **Wednesday**, _____ at **9:00 a.m.** at the District’s Business Center located at **1036 West Main Street, Grass Valley, California**

Next NID Resolution No.xxxx-xx
Next NID Ordinance No. xxxx-xx

A SUMMARY OF ITEMS ON THE BOARD OF DIRECTORS' AGENDAS

CONSENT AGENDA: The Consent Agenda consists of those items which are routine, and it is approved by one motion of the Board adopting the Consent Agenda and authorizing the appropriate actions. Should any member of the Board, staff, or public wish to discuss any item appearing thereon, the item should be removed from the Consent Agenda and discussed immediately after the approval of the Consent Agenda.

* **PUBLIC COMMENT:** Members of the public shall be allowed to address the Board of Directors on items which are of interest to the public and which are within the jurisdiction of the Board, before or during the Board's consideration of the item; however, no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Board pursuant to Government Code Section 54954.2(b). The Board limits public comment time.

GENERAL ORDERS: General Orders include those items of regular District business which have not been referred to a Board committee and which will be presented with a recommendation or for consideration by the General Manager or District staff.

GENERAL MANAGER'S REPORT: The General Manager will provide a report on current activities within the District of interest to the public and the Board. Items to be discussed by the General Manager will be conditions of current water supply and water sales, legislative or regulatory items of interest not yet requiring action, and public affairs activities occurring within the District directly or indirectly involving District operations.

Any matters requiring immediate action by the Board of Directors, which have not been placed on the Agenda, shall be taken up under the heading of General Manager's Report after all other matters are considered. The Board shall cause such matters to be placed on the Agenda for future meetings of the Board unless the matter requires immediate action by the Board, in which case the Board may take action as set forth in the Government Code.

BOARD OF DIRECTORS' ITEMS / REPORTS: Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community comments and activities of interest.

The Boardroom is accessible to persons with disabilities. Requests for Assistive Listening Devices or other considerations should be made 72 hours in advance of the meeting through the Board Secretary's Office at (530) 273-6185.

In accordance with Government Code Section 54957.5(b)(2), copies of the Agenda, and any writings in connection with open session agenda items, are available for public inspection during normal business hours at the office of the Board Secretary located at 1036 West Main Street, Grass Valley, CA.

This agenda has been posted at the District's Business Center at 1036 West Main Street, Grass Valley, California in the Main Lobby, the Boardroom Lobby, and the outdoor bulletin board of the East Annex, on _____. This agenda has also been posted on the District's web site (www.nidwater.com).

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Workplace Security and Prohibition Against Weapons
POLICY NUMBER: 2200

2200.1 Policy. The District is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, visitors or anyone else on District premises or engaged in a District-related activity, from behaving in a violent or threatening manner. As part of this policy, the District seeks to prevent violence in the workplace before it occurs and reserves the right to deal with behavior that suggests a propensity towards violence prior to any actual act of violence.

The District maintains zero tolerance for any intimidating behavior, bullying or acts or threats of violence in the workplace or while on District business. Any violation of this policy will lead to disciplinary action, up to and including termination.

The District believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence. In an emergency situation, a call must be made to the local police or sheriff's department immediately.

2200.2 Definitions.

2200.2.1 Assault: To attack someone physically or verbally, causing bodily or emotional injury, pain and/or distress. This may or may not involve the use of a weapon and includes actions such as striking, hitting, punching, pushing, poking, kicking, grabbing, or pinching another person.

2200.2.2 Bullying: Unreasonable behavior that generally is persistent, and that demeans, intimidates and humiliates one or more employees or a member of the public. Bullying can take many forms and includes, but is not limited to: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes, verbal assault, making non-verbal gestures, and socially or physically excluding or disregarding a person in work-related activities. Such conduct can also occur via use of electronic or telephone communications, such as the internet, email, blogs, text messages or misuse of cameras and/or recording equipment.

2200.2.3 Intimidating Behavior: Threats or other conduct that is intended to or can reasonably result in causing others to be afraid for their safety. Intimidation includes forcing a person into or deterring a person from taking some action by inducing concerns for the person's safety by means by any physical action, gesture and/or verbal comment.

2200.2.4 Prohibited Weapon: A prohibited weapon includes:

- Any loaded or unloaded firearm, even if the person has a valid permit for a concealed weapon
- Any dangerous weapon such as a switchblade knife, club or metal knuckles.
- All knives with a fixed or fixable blade exceeding four (4) inches.
- BB or pellet guns; CO2, spring action or paint guns.
- Laser guns, stun guns, tasers, or unauthorized tear gas weapons, except that pepper spray, mace and similar small spray devices may be possessed for self-defense pursuant to Penal Code section 22810.
- Any "generally prohibited weapon" as defined by Penal Code section 16590.

2200.2.5 Threat. Any action (verbal, written or physical) that could be interpreted by a reasonable person as conveying intent to cause harm to a person or property. This includes threats that are made in jest but which others could perceive as serious.

2200.2.6 Violence: An action of aggression, whether verbal, written or physical, that is intended to control, cause or is capable of causing injury to oneself or another, emotional harm or damage to property.

2200.2.7 Workplace: Anywhere a District employee is conducting authorized District business, including but not limited to, vehicles en route to and from a location where District business is, will be, or has been conducted; all District-owned buildings, properties, garages and parking facilities; and any work space occupied by District employees, whether or not the space is owned or leased by the District.

2200.3 Prohibited Behavior.

All employees, officials, officers, volunteers and District contractors are required to treat each other and customers with dignity and respect in the performance of job duties. To that end, all employees, officials, officers, members of the public on District property, volunteers and District contractors are prohibited from engaging in any of the following conduct in the workplace:

1. Assaulting or threatening another person;
2. Engaging in violence or making threats of violence directed at another person;
3. Engaging in intimidating behavior directed at another person;
4. Engaging in bullying of another person;
5. Intentionally damaging District property or the property of another;
6. Threatening to damage District property or the property of another;
7. Throwing or kicking objects;
8. Fighting or challenging another person to a fight;
9. Being in possession of a prohibited weapon at any District workplace or in connection with the conduct of District business without regard to location, except that this prohibition shall not apply to any law enforcement officer or other District employee who is required to carry one or more prohibited weapons in order to perform the duties of his or her position, so long as the prohibited weapon is only used as authorized and in the performance of the employee's official duties.
10. Violating any law related to carrying a legal self-defense weapon.

2200.4 Procedures for Responding to Acts of Workplace Violence. If an employee observes or becomes aware of any of the above-listed actions or behaviors by an employee, consultant, visitor, or anyone else employed to perform work for the District, a supervisor must be notified immediately. In the event of an emergency, the employee or Supervisor shall call 911 immediately. In the event of a non-emergency, Supervisors should report all potential violent events or other suspicious behaviors to the Department Manager, Assistant General Manager, General Manager or the Human Resources Manager.

Employees responding to an actual or potential act of violence should do their best to remain calm and not escalate the situation. Employees should not try to shout down the other person or make any aggressive moves towards the other person. Employees should not use defensive sprays or defensive weapons or take any action that may result in injury to themselves or others.

2200.5 Investigations. Upon receipt of a report of a potential violation of this Policy, the Human Resources Department shall immediately undertake or direct an investigation into the allegations at issue. If the report alleges a violation by a member of the Human Resources Department, the District's General Manager or designee shall undertake or direct the investigation. If necessary, the services of private attorneys, consultants, investigators or other specialists may be retained to conduct and/or assist with any investigation. The investigation will typically include, but not limited to, interviews with the reporting individual, the accused, and any other individuals who are believed to have relevant knowledge concerning the allegations. All witnesses will be admonished that retaliation against those who participate in the investigation process is prohibited.

Any employee determined to have violated this Policy will be subject to appropriate disciplinary action, up to and including termination. Disciplinary action may also be taken against any manager or supervisor who condones or ignores a potential violation of this Policy or otherwise fails to take appropriate action to enforce this Policy. Any contractor or vendor found to be responsible for violating this Policy will be subject to appropriate sanctions.

2200.6 Protective and Restraining Orders. The District reserves the right to seek a "stay away" or restraining order against any person who violates this Policy to the fullest extent allowed by law. The District may also seek restraining orders against individuals who are not District employees who pose a threat to District employees or others conducting business on District property.

Employees must notify their Supervisor and the Human Resources Manager if a restraining order preventing contact with them is in effect. Additionally, the employee must inform their Supervisor and the Human Resources Manager if a potentially violent non-work related situation exists that could result in violence in the workplace, regardless if it involves the employee directly or not.

Employees who have previously sought a restraining order against an individual and/or are protected by an existing order, must provide to their supervisor and the Human Resources Department: (1) a copy of the petition or application and declarations used to seek the order; (2) a copy of any temporary protective or restraining order which is granted; and (3) a copy of any protective or restraining order which is made permanent. Employees should inform the Human Resources Department of any violations or attempted violations of this order and any changes to the order. Employees must also inform the Human Resources Department when the order is lifted.

- 2200.7 **Searches**. The District may need to conduct inspections to the extent allowed by law, for purposes of enforcing this Policy. The District will ensure two employees are available if it is necessary to perform an inspection or search. These employees will be the supervisor of the employee or his/her appointee and the Human Resources Manager, Safety Analyst or a designated Management Staff member. The discovery of any violation of this Policy during a search will result in disciplinary actions, up to and including termination. The discovery of any violation of any other District policy as a result of a search will also result in disciplinary action, up to and including termination. Any illegal activity discovered during a search is subject to referral to the appropriate law enforcement authorities.
- 2200.8 **Prohibition Against Retaliation**. The District will not tolerate retaliation against any employee who reports a potential violation of this policy. Employees who believe they have been subject to retaliation for reporting a potential violation of this policy should notify the Human Resources Manager immediately.
- 2200.9 **Record Keeping**. The Division of Occupational Safety and Health (known as CalOSHA) requires entry on the Injury Illness Log of any injury which requires more than first aid, is a lost time injury, requires modified duty or causes loss of consciousness. Assaults should be entered on the log. Doctor's reports of work injury will be kept in confidential medical files. Supervisor and/or investigator reports shall be kept of each recorded assault.
- 2200.10 **Dissemination of Policy**. All officers, directors, employees and volunteers shall receive a copy of this Policy when they are hired or commence volunteering. This Policy may be updated from time to time and redistributed.

Adopted: January 11, 2017 via Resolution No. 2017-02
Revised:

Nevada Irrigation District

POLICY MANUAL

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030

- 5030.1** Meetings of the Board of Directors shall be chaired by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol. In the absence of the President, the Vice President shall chair the meeting. In the absence of the President and Vice President, the remaining members of the Board shall select one of their members to chair the meeting.
- 5030.2** All Board meetings shall commence at the time stated on the agenda.
- 5030.3** The conduct of meetings shall, to the fullest possible extent, enable Directors to:
- 5030.3.1** Consider problems to be solved, weigh evidence related thereto, and make informed decisions intended to solve the problems; and,
 - 5030.3.2** Receive, consider and take any required action in response to reports of District operations.
- 5030.4** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any agenda item or non-agendized matter that lies within the jurisdiction of the Board of Directors, shall, subject to modification as may be determined to be necessary by the chairperson, be as follows:
- 5030.4.1** Three minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
 - 5030.4.2** No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- 5030.5** Disruption of any of the meetings of the Board of Directors shall not be permitted. If the chairperson determines that disruption of any meeting of the Board is occurring, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.
- 5030.5.1** After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.
 - 5030.5.2** Duly accredited representatives of the news media shall be permitted to remain in the meeting provided they did not participate in the disruptive activity.

Adopted: October 13, 2010 via Resolution No. 2010-56
Revised: