

Downtown Chico Business Association OPERATIONAL PROCEDURE FOR AGENDA POSTING AND NOTIFICATION



Purpose

This procedure ensures that the Downtown Chico Business Association (DCBA), while not legally subject to the California Brown Act, adheres to its transparency standards in the posting and distribution of agendas for meetings of the DCBA Board of Directors and the Executive Committee.

This procedure applies to all regular, special, and emergency meetings of the:

- DCBA Board of Directors
- DCBA Executive Committee

Posting Requirements

1. Advance Posting

- Agendas should be posted at least **72 hours** in advance for regular meetings and **24 hours** in advance for special meetings.

2. Posting Locations

- Physical: DCBA Office & Welcome Center (338 Broadway, Chico, CA).
- Digital: DCBA website homepage (www.downtownchico.com).
- Optional: Social media announcement (Instagram and Facebook).

3. Agenda Format

- Must clearly state:
 - Meeting type, date, time, and location
 - Contact information
 - A concise description of each item to be discussed or acted upon

Distribution Requirements

1. Board and Executive Committee Members

- Agendas shall be emailed directly to all members at the time of posting.

2. Interested Persons List

- DCBA shall maintain a list of individuals and organizations who have requested notification of meetings.
- These individuals shall receive the agenda at the same time as it is distributed to the board.

3. Public Requests

- Any member of the public may request to be added to the Interested Persons List via email or the DCBA website.

Meeting Materials

- Any documents distributed to a majority of the board less than 72 hours before a meeting should also be:
 - Made available for public inspection at the DCBA office.
 - Posted online as soon as possible.

Emergency Meetings

- Only permissible in limited circumstances.
- Notice should be given at least **1 day in advance** to media outlets that have requested such notice.

Accessibility

- Agendas and meeting locations will be ADA accessible.
- Requests for accommodation shall be addressed with reasonable efforts.

Recordkeeping

- A digital and physical log of all posted agendas and distribution records should be retained for **at least two years**.

Responsibility

- The General Manager (or designated staff) is responsible for ensuring compliance with this procedure.

Review

- This procedure should be reviewed during updates of business plan and updated as needed to maintain transparency and alignment with District Business Owner expectations.