

## **C-1 REGULAR MEETINGS**

Notwithstanding Section 2-525 of the *City of Pomona Municipal Code*, the Citizens Oversight Committee shall hold regular meetings on ~~a bi-annual basis on the last monthly basis~~ the third first Thursday of each new calendar quarter ~~months of April and September, at 5:00~~ at 6:30 p.m. in the Administrative Board Room in City Hall 505 South Garey Ave. in the City of Pomona; provided that if such day shall be a legal holiday, such regular meeting shall be held on the following Thursday.

## **D-1 AGENDA, PREPARATION OF**

An agenda shall be prepared for each regular meeting containing the specific items of business to be transacted and the order ~~the~~ thereof. ~~The Agenda and any accompanying documents shall be e-mailed to each member of the committee no later than the Monday preceding the scheduled meeting date; provided that if such day shall be a legal holiday, the Agenda and accompanying documents shall be e-mailed no later than the Tuesday following the holiday.~~ Items of business may be placed on the agenda by any Citizen Oversight Committee Member, the City Manager or designee, Finance Director/City Treasurer or designee, or the City Attorney or designee ~~by e-mailing the Chair or the Secretary no later than the day prior to the posting of the agenda.~~ The Secretary shall prepare the agenda. Whenever feasible, each item on the agenda shall contain a staff report, recommendations, ~~feasible alternatives~~, and the specific action requested to be taken by the Committee. No matters other than those listed on the agenda shall be acted upon by the Committee.