



Policy Number:	3000
Policy Title:	Board Meetings

1. The Board of Directors shall hold one regular meeting per month to conduct the business of the District. Special meetings shall be scheduled, as District business requires.
2. All meetings of the Board of Directors shall be open to the public except when the Board is convened in Closed Session as authorized under provisions of law.
3. Board meetings shall generally be held at the District office. If for reason of fire, flood, earthquake, or other unusual conditions, it shall be unsafe or impractical to meet at the district offices, the meetings shall be held at a place designated within the geographic boundaries of the District. If there are no suitable facilities within the boundaries of the district, the Board will meet at the closest suitable meeting facility. Notice of said meeting place shall be given in the manner required for giving notice of special meetings as specified in this Policy, and as required by law. Meetings may be held outside the District boundaries to participate in meetings of multi-agency significance. Such meetings however, must be held within the boundaries of one of the agencies participating in the meeting. The multi agency meeting shall be noticed by all participating agencies as required by law.
4. District staff will give mailed notice of every regular meeting, and any special meeting called at least one week in advance, to any person who has filed a written request for such notice. Notices must be mailed at least one week prior to the meeting date; however, the board may give notice as it deems practical for special meetings less than seven days away. A request for notice is valid for one year and renewal requests must be filed within 90 days after January 1 of each year. The district may charge its actual costs for providing mailed notices
5. The General Manager shall insure that appropriate information is available for the audience at all meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

Regular meetings.

6. Regular meetings of the Board of Directors shall be held on the second Monday of each month at 6:30 PM. The agenda for regular meetings shall be posted 72 hours in advance of the meeting at a place freely accessible to members of the public. Agendas shall contain a brief general description of each item of business to be transacted. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. The Board may, by motion entered into its minutes, change the meeting date when it is known the preceding month that a quorum will not be present. The change shall be posted and notice shall be given in the same manner as required for giving notice of special meetings as specified in this policy.
 - 6.1. The place and time of the regular meetings of the Board of Directors may be changed at any time by a resolution of the Board.

Special meetings.

7. Special meetings of the Board of Directors will generally be scheduled for the third Monday of each month at 6:30 PM. However, special meetings may be called at any time, as needed, to accomplish District business.
 - 7.1. All Directors, the General Manager/Secretary, and District Counsel shall be notified of the special meeting and the purpose or purposes for which it is called. Said meeting notification shall be in writing and delivered to said individuals at least twenty-four (24) hours prior to the meeting.
 - 7.2. The notice and agenda of a special meeting shall be posted at the entrance to the District business office at least twenty-four (24) hours before the meeting. District Staff shall notify the news media and other interested individuals of the special meeting as far in advance of the special meeting as possible, but at least 24 hours in advance of the meeting
 - 7.3. An agenda shall be prepared and shall be delivered with the notice of the special meeting to those specified above.
 - 7.4. Only those items of business listed in the agenda for the special meeting shall be considered by the Board.

Adjourned Meetings.

8. A majority vote by the Board of Directors may adjourn any Board meeting, and re-adjourn at any place in the agenda to any time and place specified in the order of adjournment. If no time is stated in the order, the meeting is continued to the hour for regular meetings. If a meeting is adjourned for less than five calendar days, no new agenda need be posted, as long as new agenda items are not introduced. If new agenda items are added, the notice provisions for special meetings shall apply.
 - 8.1. Less than a quorum may adjourn a meeting. The Secretary may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given in the same manner as special meetings unless notice is waived.
 - 8.2. A copy of the order or notice of adjournment shall be posted near the place that the meeting was held within twenty-four (24) hours after the adjournment.

Closed Sessions

9. Part or all of a regular or special meeting, or one which has been adjourned, may be closed to the public.

Emergency Meetings

10. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with either the twenty-four (24) hour notice requirement or the twenty-four (24) posting requirement. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice-President in the President's absence.

- 10.1. Newspapers of general circulation, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54956) shall be notified by telephone at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.
- 10.2. A Closed Session may not be conducted during an emergency meeting. All other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice.

Continued Hearings

11. A hearing may be continued to a subsequent meeting. The process for continuation is the same as for adjourned meeting, except that if the hearing is continued to a time less than 24 hours away, a copy of the notice or order of continuance must be posted immediately following the meeting.