

# *Ponderosa Community Services District*

**Policy Title:** Board Meetings

**Policy Number:** 101

**101.1** Regular Meetings of the Board of Directors shall be held on the second Thursday of each calendar month at 12:30 p.m. in the District Building, 56287 Aspen Dr. Ponderosa. The date, time and place of all regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

**101.2** Special meetings (non-emergency) of the Board of Directors may be called by the Board President, in the absence of the Board President, any other board member may call for a special meeting.

**101.2.1** All Directors, the Water Manager, District Counsel and any other staff necessary will be notified of the special meeting and the purpose or purposes for which it is called. Said notification shall be in writing or verbally, delivered to them at least 24 hours prior to the meeting.

**101.2.2** Newspapers of general circulation in the District, radio stations and television stations, organizations and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Governance Code &54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be posted to the district website as soon as the meeting is scheduled as practicable.

**101.2.3** An agenda shall be prepared as specified for a regular Board meetings in Policy #102 and shall be delivered with the notice of the special meeting to those specified above.

**101.2.4** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

**101.3** Special meetings (emergency). 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 the 24 hour notice required in 101.2.1 above. An emergency situation means a crippling disaster which severely impairs public health, safety or both as determined by the Water Manager, Office Manager, General Manager, Board President, or Vice President in the President's absence.

**101.3.1** Newspapers of general circulation in the District, radio stations and television stations which have requested to be notice of special meetings in accordance with the Ralph M. Brown Act (California Governance Code &54950 through &54926) shall be notified by at least one 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 Office 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

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soon as possible after the meeting as possible. Notice of action taken will be posted to the district website as soon as practicable.

**101.3.2** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observe with the exception of the 24-hour notice. The minutes of the emergency special meetings, a list of persons the Office Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any action taken at such meetings shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

**101.4 Adjourned meetings.** A majority vote of the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned meeting, the Secretary or General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to this specified in 101.2.2 above.

**101.5 Annual Organization Meeting.** The Board of Directors shall hold an annual organizational meeting at its regular meeting in December (or other appointed month). At this meeting the Board will discuss and determine organizational positions from among its members to serve during the coming calendar year, and will appoint the Office Manager as the Board's Secretary. The Board will elect a Board President and Vice President from among its members following the biennial general election of directors.

**101.6** The Board President will act as chair of the meetings described herein and shall determine the order in which the agenda items shall be considered for discussion and/or action by the Board.

**101.7** The Board President and the Office Manager shall insure that the appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.