

Sunnyslope County Water District Board Meetings

7100: Board Meetings

7100.1 Attendance at Meetings. Members of the Board of Directors shall attend all meetings of the Board unless there is good cause for absence.

7100.2 Regular meetings of the Board of Directors shall be held on the third Tuesday of each calendar month at 5:15 p.m. in the Board Room of Sunnyslope County Water District, 3570 Airline Highway, Hollister, CA. Meetings shall comply with the Ralph M. Brown Act (California Government Code § 54950, et. seq.).

- A. All Directors shall be notified of the earlier starting time if a Closed Session is being held before the regular meeting. They will also be provided with a written agenda for the meeting and packet of supporting documents for items on the agenda, which will be made available to them at least 72 hours prior to the meeting.
- B. The public shall be notified by posting the agenda on the District office public bulletin board, by posting the agenda on the District's web site, and by email to property owners who have requested notice of regular meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) at least seventy-two (72) hours before the meeting.

7100.3 Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board. Meetings shall comply with the Ralph M. Brown Act (California Government Code § 54950, et. seq.).

- A. All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.
- B. The public shall be notified by posting the agenda on the District office public bulletin board, by posting the agenda on the District's web site, and by email to property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) at least twenty-four (24) hours before the special meeting.

7100.4 Emergency Meetings. 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 § 7100.3 A., above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

- A. Newspapers of general circulation in the District, radio stations, and television stations that have requested notice of special meetings in accordance with the Ralph M. Brown Act

Sunnyslope County Water District Board Meetings

(California Government Code §54950 through §54926) shall be notified by telephone at least one (1) hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its 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.

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

7100.5 Adjourned Meetings. A majority vote by 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 regular meeting, the 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 those specified in § 7100.3 B., above.

7100.6 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year.

7100.7 The General Manager shall ensure that appropriate information is available for the public at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

| | |
|------------------|--------------------------|
| Policy Approved: | <u>September 8, 2011</u> |
| Policy Amended: | <u>November 8, 2013</u> |
| Policy Amended: | <u>August 13, 2014</u> |
| | Date |