

CARMICHAEL WATER DISTRICT
Directors' Policy Manual

POLICY TITLE: **Minutes of Board Meetings**

POLICY NUMBER: **9460**

9460.10 Carmichael Water District's (District) Administrative Secretary shall keep minutes of regular and special meetings of the Board of Directors (Board).

9460.11 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

9460.12 The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.

9460.20 A video and/or audio tape recording of any meeting of the Board may be made.

9460.21 The recording device shall be placed in plain view of all present, so far as is possible.

9460.22 Recordings made during closed sessions of the Board are deemed not to be public records.

9460.23 The recordings, tapes, discs or other electronic data/information storage devices shall be kept in accordance with the District's retention policy.

9460.30 Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded.

9460.31 Resolutions and ordinances adopted by the Board shall be numbered.

9460.40 **Minutes Maintenance**

9460.41 The minutes of Board meetings shall be maintained as hereinafter outlined.

9460.42 Procedure:

- a. Date, place and type of each meeting;
- b. Directors present and absent by name;
- c. Call to order;
- d. Name and place in agenda of any Director arriving late;
- e. Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;

- f. Adjournment of the meeting;
- g. Record of written notice of special meetings; and,
- h. Record of items to be considered at special meetings.

9460.43 Board Actions:

- a. Approval or amended approval of the minutes of preceding meetings;
- b. Information as to each subject of the Board's deliberation;
- c. Information as to each subject including the roll call record of the vote on a motion;
- d. Board resolutions and ordinances in complete context, numbered;
- e. A record of contracts entered into;
- f. Employments, resignations or terminations of employment within the District acted upon by the Board;
- g. A record of bid procedures, including calls for bids authorized, bids received and other action taken;
- h. A record of warrants approved for payment;
- i. Adoption of the annual budget;
- j. Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month;
- k. A notation of important correspondence, as determined by the General Manager;
- l. A notation of the General Manager's report to the Board;
- m. Approval of policies and Board-adopted regulations; and,
- n. A record of visitors and delegations appearing before the Board.