

## **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.