

CARMICHAEL WATER DISTRICT

Directors' Policy Manual

POLICY TITLE: **Board Meetings**

POLICY NUMBER: **9400**

9400.10 Regular meetings

Regular meetings of the Board of Directors (Board) shall normally be held on the third Monday of each calendar month at 6:00 PM in the Board Room at the Carmichael Water District (District) Office. If the Regular Board meeting falls on a holiday, then the meeting shall be held on the third Tuesday of the month. The Board meeting may, however, be scheduled at another date and time at the previous Board meeting. The date, time and place of regular Board meetings shall be approved annually by the December meeting of the Board for the next calendar year.

9400.20 Special meetings (non-emergency)

Special meetings (non-emergency) of the Board may be scheduled at a Regular Board meeting, may be called by the President of the Board (President) and one other member, or by three Board members.

9400.21 All Directors shall be notified by the General Manager of a special Board meeting and the purpose(s) for which it is called. Said notification shall be in the form of an agenda, delivered to them at least twenty-four (24) hours prior to the meeting.

9400.30 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 may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 9400.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, President, or Vice President in the President's absence.

9400.40 Adjourned Meetings

A majority vote by the Board 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.

9400.50 Conduct of Meetings

All meetings of the Board shall comply with the Ralph M. Brown Act (California Government Code section 54950 et. seq.).

9400.51 The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

9400.52 The President and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board, and that physical facilities for said meetings are functional and appropriate for the expected audience.

9400.60 Organizational Meeting - Every Year

The Board shall hold an organizational meeting at its first meeting in January. At this meeting the Board will elect a President and Vice President from among its members to serve for a one-year period, and will appoint the General Manager as the Board's Secretary and a District staff member as Assessor Collector/Treasurer.