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# Gold Mountain Community Services District

## POLICY HANDBOOK

**POLICY TITLE: Adoption/Amendment of Policies**

**POLICY NUMBER: 1000**

**1000.1** Consideration by the Gold Mountain Community Services District Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

**1000.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 3/5's majority vote of the full membership of the entire Board of Directors, unless a 4/5's vote to adopt is otherwise required by California State Statute. Policies requiring a 4/5's vote of the full membership of the entire Board of Directors to adopt will include a notation in the policy of the 4/5's affirmative vote requirement.

**1000.3** Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration and listed on the agenda document. A copy of the proposed new or amended policy shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy, is to be considered.

**1000.4** The requirement to review a proposed new or amended policy prior to the meeting at which adoption is to be considered may be waived by a majority vote of the full membership of the entire Board of Directors, with the agenda specifying consideration of such action.

**1000.5** It is the intent of the Board of Directors to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board. The Manual of Policies will serve as a resource for Directors, staff and public.

**1000.6** If any policy or portion of a policy contained within the Manual of Policies conflicts with rules, regulations or legislation having authority over Gold Mountain Community Services District, said rules, regulations or legislation shall prevail.