
Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Board Meetings

POLICY NUMBER: 4200

4200.1 Regular meetings of the Board of Directors of the Gold Mountain Community Services District shall be held at a date, time, and place to be determined by the Board. Regular meetings will generally be scheduled every other month, but in no case less than once in a three month period. The schedule for the next six month period shall be reconsidered and approved twice per year by the Board during December and June Board meetings. If there is no meeting held in December or June, then during the first meeting thereafter. Each time the Board meeting schedule has been updated it shall be posted on the District website.

4200.2 Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

4200.2.1 All Directors, the District General Manager, District Counsel, if applicable, and District Staff shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

4200.2.2 Property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

4200.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

4200.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

4200.3 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 of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 4200.2.1, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

4200.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her 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.

4200.3.2 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager 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.

4200.4 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 4200.2.2 above.

4200.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December, or if no meeting is held in December, at the first regular meeting thereafter. At this meeting the Board will elect a President, Vice President and Treasurer from among its members to serve during the coming calendar year, and will appoint a Board Secretary.

4200.6 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.

4200.7 The President and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.