

TWAIN HARTE COMMUNITY SERVICES DISTRICT

Finance/Policy Committee Meeting

Chair: *Gary Sipperley*
Co-Chair: *Eileen Mannix*

THCSD CONFERENCE ROOM
22912 VANTAGE POINTE DR., TWAIN HARTE
June 1, 2022 2:00 p.m.

NOTICE: Public May Attend this Meeting In-Person. Facial coverings are recommended for any person attending, regardless of vaccination status.

The meeting will be accessible via ZOOM for anyone that chooses to participate virtually:

- Videoconference Link: <https://us02web.zoom.us/j/86284509592>
- Meeting ID: 862 8450 9592
- Telephone: (669) 900-6833

PLEASE NOTE THE TIME CHANGE

AGENDA

- 1. Review/discuss final draft of the Fiscal Year 2022-23 Administration Fund Budget, overall District Budget and projected reserve levels.**
- 2. Review Policy #5070 – Rules of Order for Board and Committee Meetings.**
- 3. Adjourn.**

HOW TO VIRTUALLY PARTICIPATE IN THIS THIS MEETING

The public can virtually observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

SUBMITTING PUBLIC COMMENT

The public will have an opportunity to comment before and during the meeting as follows:

- **Before the Meeting:**
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCSD Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:**
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



Raise Hand Icon: [Raise Hand](#)



Q&A Icon: [Q&A](#)

- Telephone: Press *9 if to notify the host that you have a comment. The host will unmute you during the public comment period and invite you to share comments.
- In-Person: Raise your hand and the Board Chairperson will call on you.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

MEETING ETIQUETTE

Attendees shall make every effort not to disrupt the meeting. Cell phones must be silenced or set in a mode that will not disturb District business during the meeting.

ACCESSIBILITY

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District’s website:

www.twainhartecsd.com

Twain Harte Community Services District
2022/2023 ANNUAL BUDGET

| | WATER | | | SEWER | | | FIRE | | | PARK | | | ADMIN | | | TOTAL |
|---------------------------------------|---------------------|---------------------|------------|---------------------|---------------------|-------------|---------------------|---------------------|-------------|--------------------|---------------------|-------------|-------------------|-------------------|-------------|-----------------------|
| | Approved | Requested | % Diff | Approved | Requested | % Diff | Approved | Requested | % Diff | Approved | Requested | % Diff | Approved | Requested | % Diff | PROJECTED |
| Revenue | | | | | | | | | | | | | | | | |
| Service Charges | \$ 1,487,008 | \$ 1,483,420 | 0% | \$ 1,139,135 | \$ 1,138,433 | 0% | \$ - | \$ - | 0% | \$ - | \$ - | 0% | \$ - | \$ - | 0% | \$ 2,621,854 |
| Fees | 18,180 | 18,180 | 0% | 14,820 | 14,820 | 0% | - | - | 0% | 5,000 | 5,000 | 0% | - | - | 0% | 38,000 |
| Taxes & Assessments | 114,813 | 37,153 | -68% | - | - | 0% | 1,220,450 | 1,243,536 | 2% | 141,017 | 144,607 | 3% | - | - | 0% | 1,425,296 |
| Grants & Donations | 1,500,371 | 1,595,000 | 6% | 200,771 | - | -100% | 321,339 | 280,368 | -13% | 570,301 | 1,395,475 | 145% | - | - | 0% | 3,270,843 |
| Other Revenue | 7,425 | 13,700 | 85% | 5,075 | 2,100 | -59% | 210,990 | 25,500 | -88% | 4,100 | 600 | -85% | 24,998 | 1,000 | -96% | 42,900 |
| Total Program Revenue | \$ 3,127,797 | \$ 3,147,454 | 1% | \$ 1,359,801 | \$ 1,155,353 | -15% | \$ 1,752,779 | \$ 1,549,404 | -12% | \$ 720,418 | \$ 1,545,682 | 115% | \$ 24,998 | \$ 1,000 | -96% | \$ 7,398,893 |
| Admin Revenue Allocation | 11,749 | 470 | -96% | 6,250 | 250 | -96% | 4,500 | 180 | -96% | 2,500 | 100 | -96% | (24,998) | (1,000) | -96% | - |
| GRAND TOTAL REVENUE | \$ 3,139,546 | \$ 3,147,924 | 0% | \$ 1,366,051 | \$ 1,155,603 | -15% | \$ 1,757,279 | \$ 1,549,584 | -12% | \$ 722,918 | \$ 1,545,782 | 114% | \$ - | \$ - | 0% | \$ 7,398,893 |
| Operating Expenses | | | | | | | | | | | | | | | | |
| Salaries | \$ 328,291 | \$ 324,111 | -1% | \$ 180,236 | \$ 182,254 | 1% | \$ 609,557 | \$ 571,785 | -6% | \$ 5,151 | \$ 5,214 | 1% | \$ 364,866 | \$ 421,272 | 15% | \$ 1,504,635 |
| Benefits | 176,937 | 177,649 | 0% | 97,474 | 98,474 | 1% | 244,824 | 279,134 | 14% | 2,915 | 2,998 | 3% | 168,525 | 216,677 | 29% | 774,933 |
| Equip, Auto, Maint, & Repairs | 149,700 | 138,400 | -8% | 76,300 | 68,600 | -10% | 136,050 | 108,700 | -20% | 47,250 | 42,386 | -10% | 16,600 | 16,200 | -2% | 374,286 |
| Materials & Supplies | 45,800 | 46,500 | 2% | 5,900 | 5,900 | 0% | 9,700 | 10,200 | 5% | 1,600 | 1,500 | -6% | 4,750 | 4,250 | -11% | 68,350 |
| Outside Services | 254,400 | 348,550 | 37% | 215,900 | 17,950 | -92% | 50,300 | 27,750 | -45% | 4,400 | 4,500 | 2% | 25,900 | 26,400 | 2% | 425,150 |
| Other (Utilities, Prop/Liab Ins, TUD) | 169,084 | 202,400 | 20% | 516,100 | 527,750 | 2% | 103,600 | 99,450 | -4% | 27,950 | 27,200 | -3% | 69,250 | 77,950 | 13% | 934,750 |
| Debt Service | 188,769 | 188,614 | 0% | 16,994 | 16,976 | 0% | 84,586 | - | -100% | - | - | 0% | - | - | 0% | 205,590 |
| Total Program Expenses | \$ 1,312,981 | \$ 1,426,223 | 9% | \$ 1,108,903 | \$ 917,903 | -17% | \$ 1,238,617 | \$ 1,097,020 | -11% | \$ 89,267 | \$ 83,798 | -6% | \$ 649,890 | \$ 762,749 | 17% | \$ 4,287,694 |
| Administrative Cost Allocation | 305,448 | 358,492 | 17% | 162,473 | 190,687 | 17% | 116,980 | 137,295 | 17% | 64,989 | 76,275 | 17% | (649,890) | (762,749) | 17% | - |
| GRAND TOTAL OPERATING EXPENSES | \$ 1,618,429 | \$ 1,784,715 | 10% | \$ 1,271,376 | \$ 1,108,590 | -13% | \$ 1,355,597 | \$ 1,234,315 | -9% | \$ 154,256 | \$ 160,073 | 4% | \$ - | \$ - | 0% | \$ 4,287,693 |
| TOTAL OPERATING BALANCE | \$ 1,521,117 | \$ 1,363,208 | | \$ 94,675 | \$ 47,013 | | \$ 401,682 | \$ 315,270 | | \$ 568,662 | \$ 1,385,709 | | \$ - | \$ - | | |
| Capital Expenses | | | | | | | | | | | | | | | | |
| Capital Outlay | 1,707,550 | 2,072,400 | 21% | 454,100 | 300,300 | -34% | 515,100 | 530,500 | 3% | 604,791 | 1,417,400 | 134% | - | - | 0% | 4,320,600 |
| Adminstrative Capital Allocation | - | - | 0% | - | - | 0% | - | - | 0% | - | - | 0% | - | - | 0% | - |
| Total Capital Expenses | \$ 1,707,550 | \$ 2,072,400 | 21% | \$ 454,100 | \$ 300,300 | -34% | \$ 515,100 | \$ 530,500 | 3% | \$ 604,791 | \$ 1,417,400 | 134% | \$ - | \$ - | | \$ 4,320,600 |
| GRAND TOTAL EXPENSES | \$ 3,325,979 | \$ 3,857,115 | 16% | \$ 1,725,476 | \$ 1,408,890 | -18% | \$ 1,870,697 | \$ 1,764,815 | -6% | \$ 759,047 | \$ 1,577,473 | 108% | \$ - | \$ - | 0% | \$ 8,608,293 |
| Transfer To/(From) Reserve | \$ (186,433) | \$ (709,192) | | \$ (359,425) | \$ (253,287) | | \$ (113,418) | \$ (215,230) | | \$ (36,129) | \$ (31,691) | | \$ - | \$ - | | \$ (1,209,401) |

Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

ADMIN - REVENUE

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|----------------------------|------------------|-----------------|--------------------|-------------|-------------------|
| | 21/22 Approved | 22/23 Requested | \$ | % | |
| Other Revenue | | | | | |
| Grant Revenue | \$ 23,998 | | \$ (23,998) | -100% | |
| Miscellaneous Revenue | 1,000 | 1,000 | - | 0% | |
| Interest Revenue | | | - | 0% | |
| Lease Revenue | | | - | 0% | |
| Sale of Assets | | | - | 0% | |
| Other | | | - | 0% | |
| TOTAL OTHER REVENUE | \$ 24,998 | \$ 1,000 | \$ (23,998) | -96% | |
| GRAND TOTAL REVENUE | \$ 24,998 | \$ 1,000 | \$ (23,998) | -96% | |

Twain Harte Community Services District

2022-2023 ANNUAL BUDGET

ADMIN - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|-------------|----------------|-----------------|--------|---|-------------------|
| | 21/22 Approved | 22/23 Requested | \$ | % | |

| Salaries - 51XXX | | | | | |
|-------------------------|-------------------|-------------------|------------------|------------|--|
| Regular Time | \$ 346,949 | \$ 403,467 | 56,519 | 16% | Due to Union Negotiated Increases & FO return to full-time |
| Overtime | | | 0 | 0% | |
| Uniform Allowance | | 45 | 45 | 45% | |
| Sick Leave/Vacation Pay | 8,800 | 8,880 | 80 | 1% | |
| Compensated Absence | | | 0 | 0% | |
| Temp/Relief Pay | | | 0 | 0% | |
| Reserve Stipends | | | 0 | 0% | |
| Director Stipends | 9,117 | 8,880 | (237) | -3% | |
| Striketteam Pay | | | 0 | 0% | |
| Striketteam Intern Pay | | | 0 | 0% | |
| TOTAL SALARIES | \$ 364,866 | \$ 421,272 | \$ 56,407 | 15% | |

| Benefits - 52XXX | | | | | |
|---------------------------|-------------------|-------------------|------------------|------------|---|
| Health & Vision Insurance | \$ 50,493 | \$ 71,737 | \$ 21,243 | 42% | FO return to full-time |
| HRA Reimbursement | 18,988 | 26,238 | 7,250 | 38% | FO return to full-time |
| Retirement | 67,010 | 80,760 | 13,750 | 21% | Unfunded liability and union Increases & FO return to full-time |
| FICA | 23,279 | 26,780 | 3,501 | 15% | Union Increases & FO return to full-time |
| Medicare | 5,543 | 6,365 | 822 | 15% | Union Increases & FO return to full-time |
| Workers Comp | 1,700 | 3,294 | 1,594 | 94% | Premium increase |
| Unemployment Ins/ETT | 1,512 | 1,504 | (8) | -1% | |
| TOTAL BENEFITS | \$ 168,525 | \$ 216,677 | \$ 48,152 | 29% | |

| Equipment, Automotive, Maintenance & Repairs | | | | | |
|---|------------------|------------------|-----------------|------------|----------------------------|
| Equipment Maintenance & Repair | \$ 1,500 | \$ 1,800 | \$ 300 | 20% | |
| Facilities Maintenance & Repair | 6,500 | 6,000 | (500) | -8% | |
| Vehicle Maintenance & Repair | | | 0 | 0% | |
| Janitorial/Cleaning Services | 4,300 | 4,300 | 0 | 0% | |
| Fuel | 1,300 | 2,600 | 1,300 | 100% | Increased price per gallon |
| Equipment Under \$5,000 | 3,000 | 1,500 | (1,500) | -50% | 21.22 one time purchases |
| TOTAL EQUIP, AUTO, MAINT & REPAIRS | \$ 16,600 | \$ 16,200 | \$ (400) | -2% | |

Twain Harte Community Services District
2022-2023 ANNUAL BUDGET
ADMIN - EXPENSES

| BUDGET ITEM | BUDGET | | CHANGE | | REASON FOR CHANGE |
|-------------|----------------|-----------------|--------|---|-------------------|
| | 21/22 Approved | 22/23 Requested | \$ | % | |

| Materials & Supplies - 54XXX | | | | | |
|---------------------------------------|-----------------|-----------------|-----------------|-------------|--|
| Office Supplies | \$ 2,800 | \$ 2,500 | \$ (300) | -11% | |
| Postage | 1,700 | 1,500 | (200) | -12% | |
| Janitorial Supplies | 250 | 250 | 0 | 0% | |
| TOTAL MATERIALS & SUPPLIES | \$ 4,750 | \$ 4,250 | \$ (500) | -11% | |

| Outside Services - 55XXX | | | | | |
|-------------------------------|------------------|------------------|---------------|-----------|--|
| Auditing/Accounting Services | \$ 10,900 | \$ 10,900 | \$ - | 0% | |
| Legal Fees | 8,000 | 6,700 | (1,300) | -16% | Union negotiation legal fees complete |
| IT Services | 4,600 | 6,400 | 1,800 | 39% | Additional work for cloud based upgrades |
| Other Professional Services | \$ 2,400 | \$ 2,400 | 0 | 0% | |
| TOTAL OUTSIDE SERVICES | \$ 25,900 | \$ 26,400 | \$ 500 | 2% | |

| Other - 56XXX | | | | | |
|---------------------------------|------------------|------------------|-----------------|------------|---|
| Utilities | \$ 8,000 | \$ 8,000 | \$ - | 0% | |
| Phone/Communications | 6,900 | 7,200 | 300 | 4% | |
| Software Licenses & Maintenance | 11,000 | 16,700 | 5,700 | 52% | Upgrade Accounting Software |
| Property/Liability Insurance | 10,000 | 10,200 | 200 | 2% | |
| Dues & Memberships | 5,100 | 4,800 | (300) | -6% | |
| Licenses & Certifications | 650 | 750 | 100 | 15% | |
| Training, Conferences & Travel | 20,800 | 24,300 | 3,500 | 17% | All board attendance @ Leadership Academy |
| Advertising & Public Education | 1,800 | 1,000 | (800) | -44% | |
| Bank/Investment Fees | 5,000 | 5,000 | - | 0% | |
| TOTAL OTHER | \$ 69,250 | \$ 77,950 | \$ 8,700 | 13% | |

| Debt Service - 58XXX | | | | | |
|----------------------------|-------------|-------------|-------------|-----------|--|
| Interest on Long Term Debt | \$ - | \$ - | \$ - | 0% | |
| TOTAL DEBT SERVICE | \$ - | \$ - | \$ - | 0% | |

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|------------|--|
| GRAND TOTAL EXPENSES | \$ 649,890 | \$ 762,749 | \$ 112,859 | 17% | |
|-----------------------------|-------------------|-------------------|-------------------|------------|--|

Admin Transfer Out \$ (649,890) \$ (762,749) \$ 112,859

| | | | | | |
|----------------------------------|-------------|-------------|--|--|--|
| GRAND TOTAL WITH TRANSFER | \$ - | \$ - | | | |
|----------------------------------|-------------|-------------|--|--|--|

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Rules of Order for Board Meetings

POLICY NUMBER: 5070

ADOPTED: September 20, 2005

AMENDED: 7/9/2015

LAST AMENDED: July 9, 2015

5070.10 PURPOSE

The purpose of this policy is to establish rules of order for all District Board meetings. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.20 RESPONSIBILITY FOR ORDER

All Board members shall be responsible for knowing these rules of order and ensuring that they are followed during Board meetings.

1. Chairperson Responsibility. The Chairperson shall have primary responsibility for keeping order during Board meetings and shall take whatever actions are necessary and appropriate to preserve order and decorum. The Chairperson shall also be responsible for maintaining overall conduct of the meeting in accordance with District Policy #5030, "Board Meeting Conduct".
2. Responsibility of all Directors. If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the Chairperson. If the ruling of the Chairperson is not satisfactory to the Director, then it may be appealed to the entire Board for a vote. A majority vote of the Board will govern and determine the point of order.

5070.30 OBTAINING THE FLOOR

Any Director desiring to speak should address the Chairperson and upon recognition by the chairperson, may address the subject under discussion.

5070.40 RESPONSIBILITY FOR ORDER

Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

1. A Director makes a motion.
2. Another Director seconds the motion.
3. The Chairperson restates the motion and opens the motion for discussion and comment.
4. After both the public and Board have had an opportunity to discuss or comment on the motion, the Chairpersons will call for the vote.
5. The Board Secretary will then restate the motion, the name of the Director who made the motion, the name of the Director who seconded the motion, and take a roll call vote by name.
6. The Chairperson will announce whether the motion passes or fails.

5070.50 SECONDARY MOTIONS

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business items are considered. However, a secondary motion concerning the main motion may be made and considered before voting on the main motion under the following exceptions:

1. Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded the main motion or by a new motion and second.
2. Motion to Table. Any Director may make a motion to indefinitely table a main motion before it is voted on. To become effective, the motion to table must be seconded and approved by a majority vote of the Board.
3. Motion to Postpone. Any Director may make a motion to postpone a main motion to a certain time before it is voted on. To become effective, the motion to postpone must be seconded and approved by a majority vote of the Board.
4. Motion to Refer to Committee. Any Director may make a motion to refer a main motion to a Board Committee for further study and recommendation before it is voted on. To become effective, the motion to refer to committee must be seconded and approved by a majority vote of the Board.
5. Motion to Close Discussion and Vote Immediately. If the public in attendance has had an opportunity to comment on the main motion, any Director may make a motion to close discussion immediately and bring the main motion to a vote. To become effective, the motion to close discussion and vote immediately must be seconded and approved by a majority vote of the Board.
6. Motion to Adjourn. Any director may make a motion to adjourn the meeting at any time, in accordance with Policy #5010, "Board Meetings".

5070.50 RECESS

The Chairperson may declare a short recess at any time during a meeting, if he/she believes it is important for the effective continuance of the meeting.

5070.60 TEMPORARY AMENDMENT OF RULES OF ORDER

The Board, at its discretion and at any meeting, may: (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both. Any Director may make a motion to temporarily amend the rules of order. To become effective, the motion must be seconded and approved by a majority vote of the Board. The rules of order in this Policy may only be permanently amended by taking action in accordance with Policy #1010, "Adoption/Amendment of Policies".

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Rules of Order for Board ~~and Committee~~ Meetings

POLICY NUMBER: 5070

ADOPTED: September 20, 2005

AMENDED: 7/9/2015

LAST AMENDED: July 9, 2015

5070.10 PURPOSE

~~5070.10 General~~ Action items shall be brought before and considered by the Board by motion in accordance with this policy. The purpose of this policy is to establish rules of order for all District Board meetings. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.20 RESPONSIBILITY FOR ORDER

All Board members shall be responsible for knowing these rules of order and ensuring that they are followed during Board meetings.

1. Chairperson Responsibility. The Chairperson shall have primary responsibility for keeping order during Board meetings and shall take whatever actions are necessary and appropriate to preserve order and decorum. The Chairperson shall also be responsible for maintaining overall conduct of the meeting in accordance with District Policy #5030, "Board Meeting Conduct".

~~1.2.~~ Responsibility of all Directors. If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the ~~chairperson~~ Chairperson. If the ruling of the ~~chairperson~~ Chairperson is not satisfactory to the Director, then it may be appealed to the entire Board for a vote. A majority vote of the Board will govern and determine the point of order.

5070.30 OBTAINING THE FLOOR

~~5070.20 Obtaining the Floor.~~ Any Director desiring to speak should address the ~~e~~ Chairperson and upon recognition by the chairperson, may address the subject under discussion.

5070.40 RESPONSIBILITY FOR ORDER

5070.30 Motions. Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

1. A Director makes a motion.
2. Another Director seconds the motion.
3. The Chairperson restates the motion and opens the motion for discussion and comment.
4. After both the public and Board have had an opportunity to discuss or comment on the motion, the Chairpersons will call for the vote.
5. The Board Secretary will then restate the motion, the name of the Director who made the motion, the name of the Director who seconded the motion, and take a roll call vote by name.
6. The Chairperson will announce whether the motion passes or fails.

~~**5070.31** A Director makes a motion; another Director seconds the motion and the chairperson states the motion.~~

~~**5070.32** Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.~~

5070.50 SECONDARY MOTIONS

5070.40 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business items are considered. ~~There are a few exceptions to this general rule, though~~ However, where a secondary motion concerning the main motion may be made and considered before voting on the main motion under the following exceptions:-

1. Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded the main motion or by a new motion and second.
2. Motion to Table. Any Director may make a motion to indefinitely table a main motion before it is voted on. To become effective, the motion to table must be seconded and approved by a majority vote of the Board.
3. Motion to Postpone. Any Director may make a motion to postpone a main motion to a certain time before it is voted on. To become effective, the motion to postpone must be seconded and approved by a majority vote of the Board.
4. Motion to Refer to Committee. Any Director may make a motion to refer a main motion to a Board Committee for further study and recommendation before it is

voted on. To become effective, the motion to refer to committee must be seconded and approved by a majority vote of the Board.

5. Motion to Close Discussion and Vote Immediately. If the public in attendance has had an opportunity to comment on the main motion, any Director may make a motion to close discussion immediately and bring the main motion to a vote. To become effective, the motion to close discussion and vote immediately must be seconded and approved by a majority vote of the Board.

6. Motion to Adjourn. Any director may make a motion to adjourn the meeting at any time, in accordance with Policy #5010, "Board Meetings".

~~5070.41 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.~~

~~5070.42 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.~~

~~5070.43 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.~~

~~5070.44 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.~~

~~5070.45 Motion to Close Debate and Vote Immediately. If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.~~

~~5070.46 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.~~

5070.50 RECESS

The Chairperson may declare a short recess at any time during a meeting, if he/she believes it is important for the effective continuance of the meeting.

~~5070.50 Decorum. The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.~~

~~5070.52 The chairperson may also declare a short recess during any meeting.~~

5070.60 TEMPORARY AMENDMENT OF RULES OF ORDER

5070.60 Amendment of Rules of Order. ~~By motion made, seconded and approved by a majority vote, the Board may,~~ at its discretion and at any meeting, may: (a) :- (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part, or (c) both. Any Director may make a motion to temporarily amend the rules of order. To become effective, the motion must be seconded and approved by a majority vote of the Board. The rules of order in this Policy may only be permanently amended by taking action in accordance with Policy #1010, "Adoption/Amendment of Policies".

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Rules of Order for Board and Committee Meetings

POLICY NUMBER: 5070

ADOPTED: September 20, 2005

AMENDED: July 9, 2015

5070.10 General Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.11 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the chairperson. If the ruling of the chairperson is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.20 Obtaining the Floor. Any Director desiring to speak should address the chairperson and upon recognition by the chairperson, may address the subject under discussion.

5070.30 Motions. Any Director, including the chairperson, may make or second a motion. A motion shall be brought and considered as follows:

5070.31 A Director makes a motion; another Director seconds the motion and the chairperson states the motion.

5070.32 Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

5070.40 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business items are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.41 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

5070.42 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.43 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.44 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.45 Motion to Close Debate and Vote Immediately. If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.46 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.50 Decorum. The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

5070.52 The chairperson may also declare a short recess during any meeting.

5070.60 Amendment of Rules of Order. By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: (a) temporarily suspend these rules in whole or in part, (b) amend these rules in whole or in part or (c) both.