

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010
ADOPTED: September 20, 2005
AMENDED: 7/14/2007, 2/10/2011, 3/14/2013, 7/9/2015, 12/14/2017
AMENDED: January 12, 2022

5010.10 PURPOSE

The District Board of Directors must hold its meetings in a manner that is in full compliance with the Ralph M. Brown Act (Brown Act). Additionally, the Board desires to conduct its meetings in a way that reasonably maximizes transparency and access to the public.

This policy sets forth general requirements for Board meetings – any congregation of a majority of the District’s Board members at the same time and location, including teleconference, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the District. Unless otherwise provided by law, all Board meetings shall be open and public and all persons shall be permitted to attend.

5010.20 REGULAR MEETINGS

5010.21 Normal Schedule and Location. Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 9:00 a.m. in the District conference room, 22912 Vantage Pointe Dr, Twain Harte, California. The date, time and place of regular Board meetings and standing committee meetings shall be reconsidered annually in December when the Board calendar is adopted.

5010.22 Schedule Changes. All regular meetings shall be held according to the regular schedule unless the Board finds that there is significant reason to revise the schedule for one or more regular meetings. Changes to the regular meeting schedule shall be made as follows:

1. In the event that a regular meeting of the Board of Directors falls on a District holiday, such regular meeting shall be held at the same time and location on the day following the holiday.
2. The Board may change the date/time of a Regular Meeting by adopting the change in the District’s Board calendar at least two weeks in advance.

3. In the event of an emergency that would make it difficult to hold an effective meeting or for the public to attend, the Board President may authorize the General Manager to change the date to the next reasonable and safe date that the meeting can be held. In such a case, the Board President and General Manager shall make every effort to notify the Board and public 24 hours in advance of the meeting.

5010.23 Agendas and Notifications. An agenda shall be prepared for all regular meetings in accordance with Policy #5020, Board Meeting Agendas. The agenda shall be posted a minimum of 72 hours in advance of the meeting in the manner and locations set forth in the Brown Act.

5010.30 SPECIAL MEETINGS – NON-EMERGENCY

5010.31 Authority. The Board President and General Manager may call special meetings for any reason by delivering written notice at least 24 hours in advance of the special meeting.

5010.32 Agendas and Notifications. The special meeting notification shall include an agenda prepared in accordance with Policy #5020, Board Meeting Agendas. The agenda notification shall clearly specify the date, time, location and business to be discussed. Posting of the notification shall be in accordance with the Brown Act. At a minimum, the written agenda notification shall be provided to the following at least 24 hours in advance of the special meeting:

1. All Board members.
2. Any local newspapers, radio stations, television stations, and other parties who have requested to receive notice of special meetings.

5010.33 Restrictions. Special meetings may not be called to discuss the salary, benefits and/or compensation of the General Manager.

5010.40 SPECIAL MEETINGS – EMERGENCY

5010.41 Authority. In the event of an emergency situation, as defined in the Brown Act, the Board President, the Board Vice President or the General Manager may call an emergency special meeting without complying with 24-hour notice requirements for special meetings.

5010.42 Agendas and Notifications. An agenda is not required for an emergency special meeting. Verbal notification by telephone or other means shall be made in accordance with the Brown Act, at least one hour in advance of the meeting to the below parties, notifying them of the meeting and the purpose of the meeting. If the event is considered a dire emergency, as defined in the Brown Act, notification shall be made as soon as is practicable.

1. All Board members.
2. Any local newspapers, radio stations, and television stations who have requested to receive notice of special meetings.

5010.43 Restrictions. The Board may only meet in closed session during an emergency special meeting if agreed to by a two-thirds vote of the Board members present at the meeting.

5010.50 ADJOURNED MEETINGS

The Board may vote to adjourn any meeting at any place in the agenda to any time and place specified in an order of adjournment. Less than a quorum may also take such action and, if no Board members are present, the General Manager or Board Secretary may declare the meeting adjourned to a stated time and place and cause a written notice of the adjournment to be posted in the same manner as required for Special Meetings notices and posted near the door of the meeting location within 24 hours.

5010.60 MEETING PREPARATIONS

The Board Secretary and General Manager shall ensure that appropriate materials and information are prepared and made available for the Board and public at Board meetings. They will also ensure that physical meeting facilities are functional and appropriate.