

1st edition

EASTERN PLUMAS RECREATION DISTRICT
Policy Handbook

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

5010.10 Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 6:30 pm in the Mohawk Community Center, 8989 Highway 89, Suit 4, Blairsden, California 96103. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

5010.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board Chair.

5010.21 Whenever possible, all Directors and the Clerk to the Board shall be notified of the special Board meeting and the purpose or purposes for which it is called.

5010.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and 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.

5010.23 An agenda shall be prepared for regular Board meetings as specified in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.30 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 of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board Chair, Vice Chair, or any other Board member in the Chairperson's absence.

5010.31 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 (1) 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 Board Chair or Vice Chair 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.

5010.32 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 twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Board Chair 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 (10) days in the District meeting facility as soon after the meeting as possible.

5010.40 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 Board Chair 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 5010.22 above.

5010.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a Chair and Vice Chair from among its members to serve during the coming calendar year.

5010.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.70 The Chairperson and the Vice Chair 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.

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POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

5020.10 The Board Chairperson and with the assistance of the Vice Chairperson, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the Chair or vice Chair and request any item to be placed on the agenda no later than 9:00 o'clock A.M. on the seventh day prior to the meeting date.

5020.20 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.21 The request must be in writing and be submitted to the Board Chairperson and Vice Chairperson together with supporting documents and information, if any, no later than 9:00 o'clock A.M. on the seventh day prior to the meeting date;

5020.22 The Board Chairperson or Vice Chairperson shall be the judge of whether the public request is or is not a "matter directly related to District business."

5020.23 No matter which is a subject for consideration by the Board in closed session will be accepted under this policy;

5020.24 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.30 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.40 At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District.

5020.41 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

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POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

5030.10 Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Rosenberg's Rules of Order shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Rosenberg's Rules of Order.

5030.20 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.30 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.31 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.32 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.40 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.41 No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.42 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

5030.50 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

5030.51 In such an event, only matters appearing on the agenda may be considered in such a session.

5030.52 After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

5030.53 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

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POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

5040.10 Actions by the Board of Directors include but are not limited to the following:

5040.11 Adoption or rejection of regulations or policies;

5040.12 Adoption or rejection of a resolution;

5040.13 Adoption or rejection of an ordinance;

5040.14 Approval or rejection of any contract or expenditure;

5040.15 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.16 Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.

5040.20 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.21 A member abstaining in a vote is considered as absent for that vote.

5040.211 Example. If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.212 Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action can not be approved because 4 of the 5 Directors would have to vote in favor of the action.

5040.213 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, 3 Directors must vote in favor of the appointment for it to be approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

5040.30 The Board may give directions which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Clerk to the Board and Project Managers.

5040.31 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

5040.32 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action.

5040.33 Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said informal action is taken.

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POLICY TITLE: Review of Administrative Decisions

POLICY NUMBER: 5050

5050.10 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.20 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.30 The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

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POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.10 The Clerk to the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.11 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

5060.12 The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.

5060.20 A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Clerk, Board Chairperson or any Director when such request is approved by a majority of the whole Board.

5060.21 The Chairperson will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, so far as is possible.

5060.22 When deemed necessary by a majority vote of the Board all recordings, tapes, discs or other electronic data/information storage devices shall be kept in fire-resistant, locked cabinets or in a fire-proof, locked vault.

5060.30 Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.

5060.31 All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.

5060.40 The minutes of Board meetings shall be maintained as hereinafter outlined.

5060.41 Procedure:

5060.411 Date, place and type of each meeting;

5060.412 Directors present and absent by name;

- 5060.413** Call to order;
- 5060.414** Arrival of tardy Directors by name;
- 5060.415** Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
- 5060.416** Adjournment of the meeting;
- 5060.417** Record of written notice of special meetings; and,
- 5060.418** Record of items to be considered at special meetings.

5060.42 Board Actions:

- 5060.421** Approval or amended approval of the minutes of preceding meetings;
- 5060.422** Complete information as to each subject of the Board's deliberation;
- 5060.423** Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- 5060.424** All Board resolutions and ordinances in complete context, numbered serially for each fiscal year;
- 5060.425** A record of all contract entered into;
- 5060.426** All employments and resignations or terminations of employment within the District;
- 5060.427** A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- 5060.428** Adoption of the annual budget;
- 5060.429** A record of all important correspondence;
- 5060.430** A record of a Project Managers report to the Board;
- 5060.431** Approval of all policies and Board-adopted regulations; and,
- 5060.432** A record of all visitors and delegations appearing before the Board.