

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010  
**ADOPTED:** September 20, 2005  
**AMENDED:** June 14, 2007  
**AMENDED:** February 10, 2011  
**AMENDED:** March 14, 2013  
**AMENDED:** July 9, 2015  
**AMENDED:** December 14, 2017

**5010.10** 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 at the annual organizational meeting of the Board.

**5010.11** 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.

**5010.20** Special meetings (non-emergency) of the Board of Directors may be called by the Board President and/or the General Manager.

**5010.21** All Directors and the General Manager 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.

**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 as specified for regular Board meetings 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 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 General Manager, Board President or Vice President in the President'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 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.

**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 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.

**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 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 5010.22 above.

**5010.50** The Board of Directors shall, at its regular meeting in December, elect a President and Vice President from among its members to serve during the coming calendar year. The newly elected President will appoint committee members prior to the first committee meetings of the new 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. Agenda items shall normally be considered in the order in which they appear on the agenda unless special circumstances exist.

**5010.70** The Chairperson and the General Manager shall ensure 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.