

# **HORN BROOK COMMUNITY SERVICES DISTRICT**

## **Policy and Procedures Manual**

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 5010  
**ADOPTED:** January 24, 2017  
**AMENDED:**

**5010.1** Regular meetings of the Board of Directors shall be held in the Hornbrook Community Hall, located at 220 Main Street, Hornbrook, CA. In January of each year, the Board shall establish by Resolution a schedule of Regular Meetings for the upcoming year. Any subsequent rescheduling of a Regular Board Meeting or Meetings during the year will be approved in advance by Board action, or called as a Special Meeting as detailed below.

**5010.2** Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

**5010.2.1** 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.

**5010.2.2** 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, fax or e-mail during business hours as soon after the meeting is scheduled as practicable.

**5010.2.3** An agenda shall be prepared as specified in Board policy for regular Board meetings and shall be delivered with the notice of the special meeting to those specified above.

**5010.2.4** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

**5010.3** 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 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.

**5010.3.1** 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.

**5010.3.2** 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.

**5010.5** Annual Organizational Meeting. The Board of Directors shall include an annual organizational meeting at its regular meeting in December. At this meeting, the Board will elect a President, Vice President and Secretary.

**5010.6** The Board President 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.

**5010.7** 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.