

Hornbrook Community Services District

Special Meeting of December 20, 2017

AGENDA SUPPORTING DATA

5. DISCUSSION AND ACTION ITEMS

- e. Discussion and action related to the adoption of updated Board Bylaws

Recommended Motion

Staff recommends the following motion:

Provide direction on the final recommended District Bylaws for adoption in January.

Background

On March 28, 2017, the Board reviewed a draft slate of revised bylaws. The item was recommended for consideration at a future meeting and is once again presented for additional input toward final amendments. The bylaws are intended to state the policy of the District as it relates to the board meeting proceedings and related matters. There are certain mandatory procedures as detailed in the California Government Code:

- (a) A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.
- (b) The board of directors shall act only by ordinance, resolution, or motion.
- (c) Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action.
- (d) The minutes of the board of directors shall record the aye and no votes taken by the members of the board of directors for the passage of all ordinances, resolutions, or motions.
- (e) The board of directors shall keep a record of all its actions, including financial transactions.
- (f) The board of directors shall adopt rules or bylaws for its proceedings.
- (g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division.

As stated in law, the Board's rules or bylaws are intended to govern the administration of Board business, such as meetings, meeting decorum, agendas, board member conduct, actions and decisions, and similar matters. The most recent revision to the District bylaws were approved on June 25, 2014. Many Districts schedule review and update of the Bylaws on an annual basis with the appointment of officers. Calling the Board policies "bylaws" is for the most part semantics, however it is recommended that the Board consider adoption of an amended series of policies to govern its actions, and term them "Board Bylaws".

During this meeting, we will discuss the final policy issues to be addressed by the Board in its bylaws.