

## SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	<b>1010 – ADOPTION OR AMENDMENT OF POLICIES</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	
<b>Resolution No</b>		<b>Revised:</b>	

### PURPOSE

The purpose of this policy is to establish the process to adopt a new policy or to amend an existing policy as initiated by any Director or the General Manager

### POLICY STATEMENT

#### Section 1: General

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager.

The proposed adoption or amendment shall be initiated by a Director in one of three ways:

1. By submitting a written draft of the proposed new or amended policy to the Board President and the General Manager, requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.
2. During the Director’s comments at the end of a regularly scheduled meeting of the Board of Directors. The director should indicate the need and content of the desired board policy.
3. During a meeting of a temporary committee established to consider changes or additions to the Board’s Manual of Policies.

Regardless of the method of initiation, the General Manager will bring the proposed adoption or amendment to the attention of the temporary committee that may be established to determine Board policies for evaluation. If after consideration by the aforementioned temporary committee, it is decided to have the Board of Directors consider the recommended policy, the General Manager will submit a written draft of the proposed new or amended policy requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. If no temporary committee has been established to consider changes or additions to the Board’s Manual of Policies, the General Manager can take it upon himself to submit a written draft of the proposed new or amended policy to be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

Adoption of a new policy or amendment of an existing policy shall be accomplished by resolution at a regular meeting of the Board of Directors in accordance with the MUD Act (California Public Utilities Code § 11501 *et seq*).

Copies of the proposed new or amended policy (ies) shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours prior to any meeting at which the policy(ies) are to be considered.