

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

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| Policy Name: | 5010 – BOARD MEETINGS | | |
| Approval Authority: | SPMUD BOARD OF DIRECTORS | Adopted: | |
| Resolution No. | 15-23 | Revised: | |

Purpose

The purpose of this policy is to ensure that Board meetings will be regularly scheduled, adequately noticed and that meeting materials will be made available to the public.

Policy Statement

Section 1: Regular Meetings

Regular meetings of the Board of Directors are hereby fixed and established to be held on the first Thursday of each month at 4:30 PM in the SPMUD District Offices located at 5807 Springview Drive, Rocklin, California, unless otherwise changed to accommodate observed holidays.

Section 2: Special Meetings

Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board. All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting. 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 U.S. Mail unless the special meeting is called less than one week in advance, in which case notice, including a description of business to be transacted, will be given by telephone and email (if such has been provided by the party requesting notice) during regular business hours as soon as practicable after the meeting has been scheduled. All meeting notices will be posted at the front door of the business office and on the Districts website.

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

Section 3: Emergency Meetings.

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 above. An emergency

situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

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 et seq) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its 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.

No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board 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.

Section 4: 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 5010.2, above.

Section 5: Annual Organizational Meeting.

The Board of Directors shall hold an annual organizational meeting at its first regular meeting in January during which the Board will elect a President and Vice President from among its members to serve during the coming calendar year.

Section 6: Agenda

The Board President and the General Manager shall determine the order in which agenda items shall be considered for discussion and/or action by the Board and 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, and comply with applicable legal requirements regarding accessibility to disabled persons. The agenda will be posted on-line at least 72 hours prior to any regularly scheduled meeting except as specified above for special and emergency meetings.

| Meeting | Notice Posting Requirement |
|-------------------|--|
| Regular Meeting | 72 hours |
| Special Meeting | 24 hours |
| Emergency Meeting | One hour |
| Public Hearing | Published once a week for two successive weeks |

Section 7: Canceling a Meeting

To the extent practicable, all special meetings must be cancelled by delivering a "NOTICE OF CANCELLATION" under the same procedure as for noticing a special meeting. However, for meetings cancelled on short notice or due to a lack of a quorum of the Board, good meeting practice requires that cancellation be announced at the time and place of the noticed meeting.