

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES**

<b>Policy Name:</b>	<b>5080 – CLOSED SESSION</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	
<b>Resolution No.</b>	15-23	<b>Revised:</b>	

**Purpose**

The purpose of this policy is to reflect the Board’s intent to comply with the Ralph M. Brown Act, Government Code §54950, *et seq.* specifically those sections pertaining to permissible closed sessions.

**Policy Statement**

Section 1: General.

As a general rule, all meetings and hearings are open to the public except those items identified to be discussed in closed session. Any closed session of the Board of Directors shall comply with all applicable state laws, most notably the Ralph M. Brown Act. Closed session is a term for any block within an otherwise public meeting in which publicly available minutes are not taken, outsiders are not present, and the contents of the discussion are treated as confidential.

Section 2: Notice

At least 72 hours before a regular meeting, the Board Secretary shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, which will be described in accordance with Government Code §54954.5. A brief general description of an item generally should not exceed 20 words.

Section 3: Designation of Clerk

Pursuant to provisions of §54957.2 of the Government Code, the Board of Directors may designate the District General Counsel, the General Manager and/or Board Secretary to attend each closed session of the Board of Directors and keep and enter in a minute book a record of topics discussed and decisions made at each closed session. However, if the General Manager, General Counsel or Secretary is the subject of the closed session, the Board of Directors, upon motion, may exclude said person from attending the closed session unless that person has the legal right to be present.

Section 4. Public Comment

In accordance with GC §54954.3, the Board shall allow for members of the public to directly address the Board before discussion of the Closed Session item(s). This public comment must occur before the Board recesses into closed session.

Section 5: Disclosure

Following any closed session, General Counsel shall report in public session any action taken in closed session and the vote or abstention on that action of every member present. In the event no action is taken during closed session, General Counsel shall disclose such. If General Counsel is not present, then the report shall be made by the Board President, General Manager or Secretary, as determined by the Board President.