

Chester Public Utility District

Manual of Policies

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.10 Regular meetings of the Board of Directors shall be held on the fourth Monday of each calendar month at 1500 hours, with exception of the May meeting. The May Regular Meeting will be on Tuesday, May 26th due to the Memorial Day Holiday. Meetings are held in the CPUD conference room located at 251 Chester Airport Road, Chester, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

5010.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board Chair.

5010.21 Whenever possible, all Directors, the General Manager and the Clerk to the Board shall be notified of the special Board meeting and the purpose or purposes for which it is called.

5010.22 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 during business hours as soon after the meeting is scheduled as practicable.

5010.23 An agenda shall be prepared for regular Board meetings as specified in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.30 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 twenty-four (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 Chair, Vice Chair, or any other Board member in the Chairperson's absence.

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5010.31 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 (1) 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.

5010.32 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 twenty-four (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 (10) days in the District office as soon after the meeting as possible.

5010.40 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 5010.22 above.

5010.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a Chair and Vice Chair from among its members to serve during the coming calendar year.

5010.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.70 The Chairperson 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.