

# Herlong Public Utility District

## POLICY HANDBOOK – SERIES 5000

**POLICY TITLE: Board Meetings**

**POLICY NUMBER: 5010**

5010.1 Regular meetings: Of the Board of Directors shall be held on the second Tuesday of each calendar month at 2pm in the Administration Office, 447-855 Plumas Street. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or such other time as the Board may determine due to a change in District needs and circumstances.

5010.2 Special meetings: Of the Board of Directors may be called by the Board President or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting.

5010.2.2 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 54980 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.

5010.2.3 An agenda shall be prepared and posted at least 24 hours before the meeting and shall be delivered with the notice of the special meeting to the Board of Directors.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 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 requirement in 5010.2.1 above. An emergency means a crippling disaster that severely impairs public health or safety; or both, as determined by a majority of the Board.

5010.3.1 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 54980 through 54926) 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 station, or television stations of the fact of holding of emergency special meeting and of any action taken by the Board, as soon after meeting as possible

5010.3.2 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 of designee notified or attempted to notify a copy of the rollcall votes (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.

5010.4 Adjourned Meetings: A majority vote of the quorum of the Board of Directors may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment, except that if no quorum is present or no Directors are present at any regular or adjourned regular meeting, the Board president or 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 5010.2.2 above.

5010.5 Annual Organizational Meeting: The Board of Directors shall hold an annual organizational meeting at its regular meeting in February. At this meeting the Board will elect a President, Vice President and Secretary/Treasurer from among its members to serve during the coming calendar year, and will appoint the responsible managing employee as the Board's District Clerk.

5010.6 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.

5010.7 The Chairperson and the General Manager 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.

Adopted June 19,2008  
Amended December 19, 2008  
Amended March 17, 2010  
Amended December 19,2012  
Amended January 12, 2021