

## **MANUAL of POLICIES**

POLICY TITLE

**BOARD MEETINGS**

POLICY NUMBER

**1061**

Regular meetings of the Board of Trustees shall be held on the second Wednesday of each calendar month at 4:30 p.m. in the Delta Vector Control District Board Room, located at 1737 W Houston Ave, Visalia CA 93291. The date, time, and place of regular Board meetings may be changed by action of the Board for any following Board meetings.

Special meetings of the Board of Trustees may be called by the Board President or by a majority of the Board.

All Trustees 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. The notice shall be posted on the District's website.

Newspapers of general circulation in the District, and radio stations, 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 §54956) 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 or email during business hours as soon after the meeting is scheduled as practicable. The notice shall be posted on the District's website.

An agenda shall be prepared as specified for regular Board meetings in Policy #1062 and shall be posted and delivered with the notice of the special meeting to those specified earlier.

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

**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 Trustees 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 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 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. The notice shall be posted on the District's website.

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 and posted on the District's website as soon after the meeting as possible.

Adjourned Meetings. A majority vote by the Board of Trustees 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 Trustees 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 who have requested such in writing and posted on the District's website.

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

The Board President and the General Manager shall ensure that appropriate information is posted on the District's website and available for the audience at meetings of the Board of Trustees, and that physical facilities for said meetings are functional and appropriate.

*Adopted: December 9, 2020*