

BOARD POLICY

Sewerage Commission - Oroville Region

TITLE: Board Meetings

NUMBER 6000

ADOPTION DATE: 31 October 1973

AMENDMENT DATE: 25 February 1998

1. Regular meetings of the Board of Commissioners shall be held on the fourth Wednesday of each calendar month at 5:00 p.m. in the Commission office at 2880 South Fifth Avenue in Oroville, California. This regulation was set by Resolution 02-98, adopted by the Sewerage Commission - Oroville Region on 25 February 1998.

2. Special meetings (non-emergency) of the Board of Commissioners may be called by the Board Chairman.

a. All Commissioners, the Manager/Superintendent, Commission Counsel, and Commission Engineer shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

b. Newspapers of general circulation in the Commission area, radio 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 § 54962) 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.

c. An agenda shall be prepared as specified for the regular Board meetings and shall be delivered with the notice of the special meeting to those specified above.

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

3. 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 Commissioners may hold an emergency special meeting without complying with the twenty-four (24) hour notice required. An emergency situation means a

crippling disaster which severely impairs public health, safety, or both, as determined by the Manager/Superintendent, Board Chairman or Vice-Chairman in the Chairman's absence.

a. Newspapers of general circulation in the Commission area, radio 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 § 54962) 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 Manager/Superintendent 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.

b. 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 Manager/Superintendent 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 Commission office as soon after the meeting as possible.

4. Adjourned meetings. A majority vote by the Board of Commissioners 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 Commissioners are present at any regular or adjourned regular meeting, the Manager/Superintendent 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 above.

5. Annual Elections Meeting. The Board of Commissioners shall hold an annual elections meeting at its regular meeting in June. At this meeting the Board will elect a Chairman and Vice-Chairman from among its members to serve during the coming fiscal year.

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