

FRESNO WESTSIDE MOSQUITO ABATEMENT DISTRICT

POLICY TITLE: BOARD MEETINGS

POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Trustees shall be held on the second Thursday of each calendar month except in the month of February. The regular meeting for the month of February will be held on the Friday following the second Thursday. All regular meeting of the Board of Trustees shall begin at 12:45 p.m. and will be held in the conference room of the District office, 2555 N Street, Firebaugh, California. The date, time and place of regular Board meetings may be reconsidered by the Board at any regular Board meeting after proper posting of the agenda.

5010.2 Special meetings (non-emergency) of the Board of Trustees may be called by the Board President.

5010.2.1 All Trustees and the Manager 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.

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 54950 through 54962) shall be notified by a mailing (which may include electronic mail) 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 as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

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 Special meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to a threat that severely impairs the public health or safety, the Board of Trustees may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 5010.21, above. An emergency is defined in Section 54956.5 of the Government Code and includes an activity or event which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Trustees.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations that 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, 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.

5010.3.2 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, list of persons the 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.

5010.4 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 quorum of the Trustees are present at any regular or adjourned meeting, the 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.

5010.5 Annual Organizational Meeting. The Board of Trustees shall hold an annual organizational meeting at the first regular meeting to occur after January 1 of the calendar year. At this meeting, the Board will elect a President, Vice President and Secretary to serve during the coming calendar year. These officers shall be members of the Board of Trustees, except the Secretary who may be a Trustee or staff.

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 Manager shall insure that appropriate information is available for the audience at meetings of the Board of Trustees, and that facilities for such meeting are functional and appropriate.