Beckwourth Fire District

# POLICIES AND PROCEDURES

**POLICY TITLE: Board Meetings**

**POLICY NUMBER: 5010**

* 1. Regular meetings of the Board of Directors shall be held on the third Thursday of each calendar month at 6:30pm in the Beckwourth Main Station, 180 Main Street. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

**5010.1.1** A regular Board meeting is to meet on the date and time predetermined unless a quorum is not present.

**5010.2** Special meetings of the Board of Direc­tors may be called by the Board Chairperson 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. Said notification 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 §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.

 **5010.2.3** 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** 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 required in 5010.2.1 above. An emergency situation means a crip­pling disaster which severely impairs public health, 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 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.

 **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 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 as soon after the meeting as possible.

**5010.4** 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 5010.2.2 above.

**5010.5** 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 Chairperson, Vice Chairperson from among its members to serve during the coming calendar year.

**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 Board Secretary 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.