

Policy Number: 4.3.1

Title: BOARD MEETING PROCEDURE

Introduction:

This policy has been developed to establish the procedures by which meetings of the Board of Directors shall operate.

Ends:

1. ROBERT'S RULES OF ORDER. The rules contained in Robert's Rules of Order, 12th Edition ("Rules"), shall govern all meetings of the Alpine Springs County Water District ("District") Board of Directors and its committees except where the Rules are inconsistent with provisions of the California Government Code (the "Brown Act" and the "Public Records Act"), the California Water Code, this policy or any other Policy established by the District.
2. STANDING COMMITTEES. At the first regular meeting of the calendar year, the District President shall appoint members to the following Standing Committees: Administration & Personnel Committee, Budget & Finance Committee, Long Range Planning Committee, Park, Recreation & Greenbelt Committee. Each committee shall, at a minimum, consist of two members of the Board of Directors and the General Manager of the District. The President shall appoint the Chair of each committee. Alpine Meadows residents may be appointed to the committees by consensus of the two Directors on the committee. .
3. TAHOE TRUCKEE SANITATION AGENCY (TTSA). At the first regular meeting of the calendar year, the Board of Directors shall, by majority vote, appoint a representative from Alpine Meadows to TTSA.
4. DIRECTORS' COMMENTS. After all agenda items have been discussed, the President of the Board shall ask each Director if he/she wishes to comment or report on any subject. At this time, Directors' comments shall be limited to no more than 10 minutes each.
5. PUBLIC PARTICIPATION. The Board of Directors wishes to encourage meaningful public participation and vigorous debate on all issues discussed at Board meetings. However, in the interest of time and conducting a meeting focused on the issues before it, the President may limit each person's speech on any issue to five (5) minutes.
 - a. Any person who wishes to speak on an issue which is on the agenda may do so by informing the President in writing at the beginning of the meeting or by raising his/her hand during the time allocated for public comment on the issue. The President shall recognize the person making the request before the person may speak. Public comment on any issue on the agenda shall occur after the Board has had the opportunity to debate the issue and before a vote is taken. The public shall confine its remarks to the merits of the question at hand. When all members of the public who wish to speak on an issue have done so, the President may call for the question (the vote.)

- b. At the beginning of the meeting, any member of the public may address the Board on any item of interest to the public. Such comments by the public shall be limited to no more than five (5) minutes.
6. NOTICE AND AGENDAS.
- a. At least 72 hours prior to a regular meeting of the Board of Directors or a meeting of a Standing Committee, the District shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and shall be posted at the District office and on the District web site.
 - b. Notice of a special meeting shall be posted at least 24 hours before the meeting at the District office and on the District web site.
 - c. Any member of the public may request, in writing, that the agenda and all documents constituting the agenda packet be mailed to him/her at the time the agenda is posted. The District shall establish a fee for providing this service.

Responsibility:

The Board of Directors has the responsibility to adhere to these procedural rules.