**POLICY TITLE: Board Meetings**

**POLICY NUMBER: 5010**

**5010.1** Regular meetings of the Board of Directors shall be held on the Fourth Tuesday of each calendar month at 6pm at the Newberry Community Center, 30884 Newberry Road in Newberry Springs. The date, time and place of regular Board meetings may be reconsidered at any regular meeting of the Board of Directors.

**5010.2** Special meetings of the Board of Directors may be called by the Board President 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 and an agenda shall be posted on the website and at places available to the public.

**5010.2.2** An agenda shall be prepared as specified for regular Board meetings in Policy #5020.

**5010.2.3** 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 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

**5010.3.2** 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.

**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 President and a Vice President 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 General Manager 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.

*Revised, Approved and Adopted April 22, 2014*