

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 88-19

RESOLUTION AMENDING RULES AND PROCEDURES FOR THE
BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY
SERVICES DISTRICT

WHEREAS, the Board of Directors of Rancho Murieta Community Services District has heretofore adopted Resolution No. 82-1, amended by Resolution 83-1 and 87-15, establishing certain rules and procedures of the Board of Directors.

WHEREAS, as a result of review of the said Rules and Procedures the Board of Directors of Rancho Murieta Community Services District desire to amend them to conform to present changes in the Brown Act and local conditions.

NOW, THEREFORE, the Board of Directors of Rancho Murieta Community Services District resolves that the attached Exhibit A entitled Rules and Procedures of the Board of Directors of Rancho Murieta Community Services District shall amend in total the rules adopted by Resolution 82-1, 83-1 and 87-15.


PASSED AND ADOPTED this 16th day of November, 1988 by the following roll call vote;

AYES: Directors: Brandt, Devlin, Simpson, Wegner, Eby

NOES: None

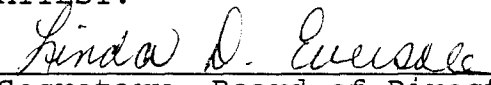
ABSENT: None

ABSTAIN: None



President, Board of Directors
Rancho Murieta Community Services
District

ATTEST:



Secretary, Board of Directors
Rancho Murieta Community Services District

RULES AND PROCEDURES OF
THE BOARD OF DIRECTORS OF THE
RANCHO MURIETA COMMUNITY SERVICES DISTRICT

NOVEMBER 16, 1988

Section 1. Meetings: Time, Place and Manner.

- (a) Time. The time for regular meetings of the Board of Directors of the Rancho Murieta Community Services District shall be the third Wednesday of each month at 6:15 p.m.; provided however, if such meeting date shall fall upon a legal holiday, the regular meeting shall be held on the next ensuing full business day.
- (b) Place. The place of meetings of the Board of Directors shall be in the Meeting Room of the Rancho Murieta Community Services District Administration Building, located at 14670 Cantova Way , Rancho Murieta, California, unless otherwise designated by the Board of Directors.
- (c) Recording. The proceedings of all public meetings will be recorded by tape. Tapes shall be saved until the minutes have been approved by the Board of Directors. Tapes may be reused after the approval of the minutes.
- (d) Special Meetings. The time, place and manner of calling all other meetings of the Board of Directors shall be undertaken as prescribed in the Ralph M. Brown Act. (Government Code Sections 54950 et. seq.)
- (e) Compliance With Brown Act. All meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend any public meeting of the Board of Directors except as provided by law; provided however, that executive sessions may be held when permitted by law.

Section 2. Officers, Employees, Consultants, etc.

- (a) Officers. At the first regular meeting in December following a general District election the Directors shall meet and elect one of their members President of the Board and may further elect or appoint a Vice President and a Finance Officer from the remaining members of the Board.
- (b) Principal Employees. The Board shall, as necessary, appoint a General Manager and a Secretary. The General Manager may also act as Secretary, but no Director shall be appointed as General Manager or Secretary. The General Manager or

Secretary or a third party may also be appointed the Finance Officer.

- (c) Compensation. The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys and engineers as necessary or convenient for the business of the District.
- (d) Advisory Committees. The Board of Directors may appoint any citizen's advisory committees or advisory bodies as it deems necessary, whose members shall serve without compensation, unless otherwise provided and whose meetings shall be open to the public. Appointment of Committees may be delegated to the General Manager at the discretion of the Board of Directors.

Section 3. Duties of Officers and Employees.

- (a) Presiding Officer. The President shall preside at all meetings of the Board. The Vice President shall preside at all meetings of the Board in the absence of the President.
- (b) Duties of President. The President of the Board shall preserve order and decorum and shall decide questions of order, subject to appeal to the Board of Directors. The President from the chair may place a motion before the Board, second a motion and vote irrespective of the existence of an otherwise tie vote.
- (c) Duties of Secretary. The Secretary of the Board shall prepare and mail to each person entitled thereto copies of agendas, minutes of the preceding meeting, and notice of meetings. The Secretary shall prepare minutes for adoption by the board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board. Upon Board action a recording secretary may be appointed to tape record and transcribe the minutes of meetings.
- (d) Duties of General Manager. The General Manager shall be responsible for the overall operations of the District in the manner set forth in the applicable job description and/or contract of employment.
- (e) Duties of Finance Officer. The duties of the Finance Officer shall be as set forth in the Community Services District Act.

Section 4. Agendas.

- (a) Distribution. The Secretary shall prepare an agenda for each regular meeting and shall post and mail the agenda to persons entitled thereto at least three (3) days before the regular meeting. The Secretary shall prepare an agenda for each

special meeting and post this agenda 24 hours prior to the special meeting.

- (b) Additional Distribution. Agendas shall be mailed to any person who is entitled to receive agendas including any members of the media designated by the President and who has on file with the Secretary a written request therefor accompanied by a fee of \$50.00 per year or self-addressed envelope and sufficient postage to cover mailing costs plus the photocopying and staff time costs as established by the Board for a single request.
- (c) Request to Appear. Any person who desires to address the Board at length on a matter which is not on the agenda shall make a request to do so to the Secretary at least five business days before the meeting. This provision shall not prevent any person from addressing the Board at a time designated therefor on the agenda.
- (d) Agenda Changes. The Board can add an item to the agenda with a 2/3 vote of the Board (4 out of 5 members). If one or two members of the Board are absent then a change may be made with a unanimous vote. This would only be with the understanding and following statement that "the need to take action arose after the posting of the agenda" (this is 72 hours prior to the meeting).
- (e) Public Participation. Any member of the public may address the Board during its regular meetings concerning agenda item(s). The Board may, in its discretion, exercise reasonable control as to the number and length of presentation of speakers.

The following format can be utilized at the discretion of the Board for Public Hearings or other items of community interest for which the public may wish to address the Board:

1. Speakers presenting individual opinions: 3 minutes per speaker.
2. Speakers presenting opinions of groups, organizations, etc.: 5 minutes per group.
3. Every speaker will use the floor microphone, for public address and recording inputs.
4. Only one speaker may speak at a time.
5. All speakers will identify themselves, and state whether or not they are registered voters residing in the District (as required by State Code 61016).

State Code 54957.9 permits the legislative body to clear the room if the meeting is willfully interrupted so as to render further conduct of the meeting unfeasible.

- (f) Correspondence to the Board. Copies of all written correspondence addressed to the Board of Directors and written responses in reply thereto, if any, shall be distributed to each member of the Board together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response.

Section 5. Minutes.

Minutes of the Board of Directors shall be public records open to inspection by the public. In addition, the Secretary shall mail copies of the proposed minutes to each member of the Board of Directors.

Section 6. Actions and Decisions.

- (a) Method of Action. The Board shall act only by ordinance, resolution or motion.
- (b) Majority - Quorum. The majority of the board shall constitute a quorum for the transaction of business.
- (c) Majority Vote Required. No ordinance, resolution or motion shall be passed or shall become effective without the affirmative vote of at least a majority of the members of the Board.
- (d) Recordation of Vote; Exceptions. Except for action as taken by the unanimous vote of all Directors present voting, the ayes and noes shall be taken for the passage of all ordinances, resolutions or motions and entered into the minutes of the Board.
- (e) Enacting Clause of Ordinances. The form of enacting clause of all ordinances passed by the Board shall be: "Be it ordained by the Board of Directors of the Rancho Murieta Community Services District as follows:".
- (f) Execution of Ordinances. All ordinances shall be signed by the President and attested by the Secretary.

Section 7. Deviations.

No deviation from or failure to follow the procedures set forth in this Article shall invalidate any action or decision of the Board of Directors unless such deviation or failure has substantially prejudiced the rights of an interested person.

Section 8. Records.

Public records of the Rancho Murieta Community Services District shall be open to inspection as provided in the California Public Records Act.