

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: BOARD MEETINGS
ADOPTION DATE: March 14, 1984

NUMBER: 5010
AMENDMENT DATE: April 12, 2005

5010.1 Regular Meetings of the Board shall be held on the second Tuesday of each calendar month at 2:00 o'clock P.M. in the conference room of the District office, 1960 Elgin Street, Oroville, California. The date, time and place of the regular meetings shall be reconsidered annually at the annual organizational meeting of the Board.

5010.2 Special Meetings (Non-Emergency) of the Board of Directors may be called by the Board President

5010.2.1 All Directors, the General Manager, Engineer District Counsel and Clerk of the Board shall be notified of the special 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 in advance of 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 as practicable after the meeting is scheduled

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 noted above

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered 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 the disruption or threatened disruption of public facilities, the Board of Directors may hold a emergency special meeting without complying with the twenty-four (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 the General Manager, Board President or Vice President in the Presidents absence.

- 5010.3.1** Newspapers of general circulation in the District and radio or television station which has requested notice of special meeting shall be notified by the Board chair or his/her designee, on hour prior to the special 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 newspaper, radio stations, or television stations of the fact of the holding of the meeting, the 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 special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) notice. The minutes of the meeting, a list of persons the chair or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at such meeting shall be posted for a minimum of ten days in a public place as soon after the meeting as possible.
- 5010.4** Adjourned Meetings A majority vote by the Board of Directors may terminate any 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 President and Vice-President from among its members to serve during the coming calendar year. The Board will appoint a Secretary/Treasurer/Clerk of the Board as necessary.
- 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 insure that the 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.