

PLEASANT HILL RECREATION & PARK DISTRICT Policy Handbook

POLICY TITLE: Board Meetings
POLICY NUMBER: 5000

5000.10 Regular meetings of the Board of Directors shall be held on the second and fourth Thursdays of each calendar month at 7:00 p.m. in the Conference Room at the Administration Office, 147 Gregory Lane, Pleasant Hill. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

5000.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board Chair.

5000.21 All Directors, the General Manager, District Counsel, and other designated staff shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them no later than twenty-four (24) hours prior to the meeting.

5000.22 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 mail if the special meeting is called less than one week in advance, the notice, including business to be transacted, will be given by telephone during business hours as soon as possible after the meeting is scheduled.

5000.23 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.

5000.24 Only those agenda items listed in the call for the special meeting shall be considered by the Board at any special meeting.

5000.30 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 an emergency special meeting

without complying with the twenty-four (24) hour notice required in 500021, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board Chair, or Vice-Chair in the Chair's absence.

5000.31 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 no later than one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager or designee shall notify such newspapers, radio stations, television stations, the emergency special meeting had been held and of any action taken by the Board, as soon after the meeting as possible.

5000.32 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) hour notice. The minutes of the emergency special meeting, a list of persons the General Manager 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 (10) days in the District office as soon after the meeting as possible.

5000.40 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. 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 shall cause a written notice of adjournment to be given to those specified in 500022 above.

5000.50 Annual Organizational Meeting The Board of Directors shall hold an annual organizational meeting at its first regular meeting in December. At this meeting the Board will elect a Chair, Vice-Chair, and Secretary from among its members to serve during the coming calendar year, and will appoint the General Manager as the Clerk of the Board.

5000.60 The Chair of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.