

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.10

Regular meetings of the Board of Directors shall be held on the third Thursday of each calendar month at 3:00 pm at 2850 Fairlane Court, Building C. The date, time, place of regular Board meetings shall be reconsidered at the annual organizational meeting of the Board.

5010.20

The Chairman may call special meetings (non-emergency) of the Board of Directors.

5010.21

All Directors, the Fire Chief, District Counsel and (other desired 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 at least twenty-four (24) hours prior to the meeting.

5010.22

Newspapers of general circulation in the District, radio stations and television stations, organization, 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 as soon after the meeting is scheduled as practicable.

5010.23

An agenda shall be prepared as specified for regular meeting to those specified above.

5010.24

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

5010.30

Special Meetings (Emergency):

stations, or television stations of the fact of the holding of the emergency special meeting, and any of the action taken by the Board, as soon after the meeting as possible.

5010.32

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 Fire Chief 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.

5010.40

Adjourned Meetings:

A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda at any time and place specified in the order of the adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Fire Chief 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 5010.22, above.

5010.50

Annual Organizational Meeting:

The Board of Directors shall hold an annual organizational meeting at its regular meeting in December (or other appropriate month). At this meeting the Board will elect a Chairman, Vice Chairman, and Clerk from among its members to serve during the coming calendar year, and will appoint the Fire Chief (or other responsible managing employee) as the Board's Secretary and Treasurer.

5010.60

The Chairperson of the meetings described herein shall determine the order in which the Board shall consider agenda items for discussion and/or action.

5010.70

The Chairperson and the Fire Chief 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.