
Spalding Community Service District

POLICY HANDBOOK

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

REDLINE — PROPOSED AMENDMENT FOR SEPTEMBER 2026 BOARD MEETING

Struck-through text (gray) is deleted. Highlighted text is new. All other policy language is unchanged.

5010.1 Regular meetings of the Board of Directors shall be held ~~on the second Wednesday of each calendar month at 2 p.m. in the Meeting Hall at 502-907 Mahogany Way, Susanville, CA 96130. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.~~ **at the day, time, and place established by resolution of the Board of Directors, as such resolution may be amended from time to time. The current schedule of regular meetings shall be posted at the location required for public notice under Policy #5020, and shall be made available at the District office. Any change to the day, time, or place of regular meetings shall be adopted by resolution of the Board of Directors at a regular meeting, subject to the notice requirements of the Ralph M. Brown Act (California Government Code Section 54954.2).**

5010.2 Special meetings of the Board of Directors may be called by the Board Chairperson 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.

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 after the meeting is scheduled as practicable.

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 specified above.

5010.2.4 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.

5010.3.1 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 by at least one hour prior to the emergency 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 newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and 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 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, 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 March January. At this meeting the Board will elect a Chairperson, Vice Chairperson and Clerk from among its members to serve during the coming calendar year, and will appoint the General Manager as the Board's Secretary and the Bookkeeper as the District's Treasurer.

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.