



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Brown Act Compliance - Open Meeting Requirements

Original Approval Date:
March 14, 2018

Last Revised:

Policy No:

Page
1 of 2

Purpose

This policy provides guidelines to ensure that all meetings and committees of the Board of Directors shall be conducted in compliance with all applicable requirements of the Brown Act.

Background

The Legislature adopted the Brown Act ("Act"), generally referred to as California's "Open Meetings Laws" in 1964. Except for closed sessions, the Act requires all aspects of the decision-making process by a legislative body be conducted in public.

Policy

The orderly conduct of District business is guided by certain rules, regulations and procedures that are intended to afford equal opportunity for input on policy-making decisions to both Board members and the public. While many governance guidelines are embodied in State law, others are subject to Board discretion.

Procedure

- A. Regular Meeting - Regular meetings of the District Board of Directors will be held on the second and fourth Wednesday of each month at 5:30 pm at the District office, located at 31111 Greenspot Road, Highland, CA., 92346. The Board will conduct closed session at 4:30 pm and commence the regular board meeting at 5:30 pm. Should the closed session items require more than the allotted time, the Board will adjourn to open session at 5:30 pm, conduct District business, and then adjourn back into closed session. After closed session, the Board will reconvene into open session and announce any action taken in the closed session prior to adjournment of the meeting.
- B. Special Meeting - Special meetings of the Board of Directors may be called by the Chairman of the Board or by a majority of the Board. All Directors and members of the public who have requested a notice of special meeting shall be notified of the special meeting at least 24 hours prior to the meeting. The Board shall not add any non-agendized item to the agenda of a special meeting. Further, no agenda for a special meeting shall provide an opportunity for the Board to consider the possible addition on any non-agendized item to the agenda.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Brown Act Compliance - Open Meeting Requirements

Original Approval Date:
March 14, 2018

Last Revised:

Policy No:

Page
2 of 2

- C. Emergency Meetings - In the event of an emergency in which 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. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board. Newspapers of general circulation in the District, radio and television stations which have requested notice of Special meetings 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.

Closed session may be held during an Emergency meeting by a unanimous vote of the members present, 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.

- D. 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/CEO may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given.
- E. Standing Committee Meetings - The meetings of a standing Committees are subject to the notice an open meeting provisions of the Brown Act.
- F. Agendas - The agendas of all Board meetings and all committee meetings that are open to the public shall be posted in the following locations: (1) the board-room window located at the District headquarters which is accessible twenty-four (24) hours a day; (2) on-line at the District's website known as "eastvalley.org"; and (3) the window of the customer service department and lobby of the District headquarters.
- G. The District Clerk shall ensure that all required and appropriate information is available for the audience at said meetings, posted on the District's website, and that the physical facilities for meetings are functional and appropriate for all persons.