

## CHAPTER 2

### TIME AND PLACE FOR REGULAR MEETINGS

PURPOSE. Time and place for the regular meeting of the Sanitary Board of the Las Gallinas Valley Sanitary District, and providing the manner in which special meetings of such Board may be called, designating an official mailing address, and establishing the order of business and rules for its proceedings.

#### ARTICLE I. MEETINGS.

Section 101. Regular Meetings. The regular meetings of the Sanitary District Board of the Las Gallinas Valley Sanitary District shall continue to be held on the second and fourth Thursdays of each and every calendar month from the hours of 4:30 p.m. to 6:30 p.m. However, should the meeting not be completed by 6:30 p.m., the Board must, by four (4) votes in the affirmative, agree to continue the meeting.

Section 102. Special Meetings. Special meetings of the Board of Directors shall be held upon the call of the President of said Board, or of a majority of the members thereof, by delivering personally or by mail written notice to each member and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice must be given not less than twenty-four (24) hours before the time fixed for the proposed meeting and shall specify the time and place of the special meeting and the business to be transacted. The notice required hereunder may be dispensed with as to any member who, prior to the time the meeting convenes, filed with the Secretary a written waiver of notice which said waiver may be given by telegram. The attendance at such meeting by any member at the time it convenes shall constitute a waiver of the provisions herein for notice to him.

Section 103. Meeting Place. All meetings of the Sanitary Board shall be held in the Las Gallinas Valley Sanitary District Treatment Plant, Smith Ranch Road, San Rafael, California, unless they shall adjourn to of fix another place of meeting, in a notice to be given thereof, or unless prevented by flood, fire or other disaster.

Section 104. District Office. The office of the District is hereby fixed and established at the Las Gallinas Valley Sanitary District Treatment Plant, 300 Smith Ranch Road, San Rafael,

California, in said District.

Section 105. Holidays. In the event that any day fixed for a regular meeting of the Board shall fall upon a holiday, then the meeting appointed for such day shall be held on the next day which may not be a holiday, at the same hour specified for the meeting to be held.

Section 106. Order of Business. The order of business at the regular meeting of the Board shall be as follows:

- (a) Roll Call.
- (b) Reading of Minutes.
- (c) Reading of Reports.
- (d) Reading of Communications.
- (e) Reading of Petitions.
- (f) Unfinished Business.
- (g) New Business.
- (h) Allowance of Claims.
- (i) Adjournment.

Section 107. Agenda. The Secretary shall prepare an agenda for the conduct of business at the regular meetings of said Board and no matter not included in the agenda shall be considered by said Board at said meetings unless the Board, by a majority vote of the members present, decide to consider such matter. Any matter to be included in the agenda for said meetings must be addressed, in writing, to the Secretary of said Board and must be presented to the Secretary no later than twelve (12:00) o'clock noon on the fourth day preceding said meeting.

## ARTICLE II. PROCEEDINGS.

Section 201. Rules of Proceedings.

(a) Public Meetings. All legislative sessions of the Board, whether regular or special, shall be open to the public, except as provided by law.

(b) Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business.

(c) Adjournment. When a meeting may not be opened or further action may not be had at a regularly opened meeting, for want of quorum, said meeting may be adjourned to a day and hour certain by Secretary, or any member of the Board, and notice of such adjournment shall be given for the time and in the manner provided for calling special meetings, excepting that the

purpose of the adjourned meeting need not be stated.

(d) Method of Action. The Board shall act only by Ordinance, Resolution or Motion which, to become effective, shall be adopted by at least three (3) votes in a public meeting.

(e) Recording Vote. Except where action shall be taken by the unanimous vote of all members present and voting, the ayes and noes shall be taken on all actions had.

(f) Contracts. All contracts on behalf of the District shall be signed by the President and countersigned by the Secretary, after having been authorized so to do by action of the Board.

(g) Robert's Rules. In all other regards, such meetings shall be conducted in conformity with Robert's Rules of Order.

ARTICLE III. MAILING ADDRESS. The official mailing address of said District is hereby established as 300 Smith Ranch Road, San Rafael, California.