



McCloud Community Services District

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REGULAR MEETING OF THE POLICY REVIEW COMMITTEE

Scout Hall – 405 E. Colombero Drive

September 8, 2021, at 3:00 PM

AGENDA

- 1. Discussion** of MCS D Policy 4000 Guidelines for Providing/Accepting Gifts/Entertainment and Services
- 2. Discussion** of MCS D Policy 4010 Code of Ethics
- 3. Discussion** of MCS D Policy 4020 Attendance at Meetings
- 4. Discussion** of MCS D Policy 4030 Remuneration and Reimbursement
- 5. Discussion** of MCS D Policy 4040 Board President
- 6. Discussion** of MCS D Policy 4050 Members of the Board of Directors
- 7. Discussion** of MCS D Policy 4060 Committees of the Board of Directors
- 8. Discussion** of MCS D Policy 4070 Basis of Authority
- 9. Discussion** of MCS D Policy 4080 Membership in Associations
- 10. Discussion** of MCS D Policy 4090 Training Education and Conferences
- 11. Discussion** of MCS D Policy 4100 Director Electronic Devices
- 12. Discussion** of MCS D Policy 5020 Board Meetings
- 13. Discussion** of MCS D Policy 1000 Purpose of Board Policies

Adjourn.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Director Guidelines for Accepting and Providing Gifts,
Entertainment and Services
POLICY NUMBER: 4000
ADOPTED: March 14, 2005
REVIEWED: February 27, 2014, July 11, 2019
AMENDED:

4000.10 A director or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment and/or other services or benefits unless the transaction meets all of the following guidelines:

4000.11 Is customary and gives no appearance of impropriety and does not have more than a nominal (\$25.00) value.

4000.12 Does not impose any sense of obligation on either the giver or the receiver.

4000.13 Does not result in any kind of special or favored treatment.

4000.14 Cannot be viewed as extravagant, excessive or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

4000.15 Is given and received with no effort to conceal the full facts by either the giver or receiver.

4000.20 Any gift which otherwise meets the above criteria must also be in compliance with legal restrictions imposed by the Fair Political Practices Act of California and be disclosed if required by law or regulation.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010
ADOPTED: December 09, 2002
REVIEWED: February 27, 2014, July 11, 2019
AMENDED: December 06, 2004

4010.10 The Board of Directors of the McCloud Community Services District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

4010.11 The dignity, style, values and opinions of each director shall be respected.

4010.12 Responsiveness and attentive listening in communication is encouraged.

4010.13 The needs of the District's constituents should be the priority of the Board of Directors.

4010.14 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.15 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.

4010.16 Directors should commit themselves to focusing on issues and not personalities.

4010.17 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, directors should commit to supporting said action and not to create barriers to the implementation of said action.

4010.18 Directors should practice the following procedures:

4010.181 In seeking clarification on informational items, directors may directly approach professional staff members to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision-making.

4010.182 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4010.183 Safety issues or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.184 In presenting items for discussion at Board meetings, see Policy 5020.

4010.185 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances and programming, said concerns should be referred directly to the General Manager.

4010.19 When approached by District personnel concerning specific District policy, directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.20 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.21 When responding to constituent requests and concerns, directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.22 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.23 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole rather than to individual members selectively.

4010.24 Directors are responsible for monitoring the District's progress in attaining its goals and objectives while pursuing its mission.

4010.30 Board members are sworn to uphold the constitution of the United States and the constitution of the State of California. Board members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Board members will work in cooperation with other public officials unless prohibited from doing so by law or officially recognized confidentiality of their work. (Government Code Section 1360, Article 20, Section 3 of the California Constitution)

4010.40 Board members will not, in the performance of their official functions, discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

4010.50 Pursuant to California law and provisions of the Brown Act, no Board member present during a Closed Session of the District shall disclose to any person the content or substance of any discussion regarding the subject matter of, and which took place during, the Closed Session unless the District Board shall authorize the disclosure of such information by majority vote. In no event shall a

Board member use such information to advance financial or other private interest of themselves or others.

4010.60 In addition to any other penalty or remedy as provided by law, violations of section 4010.50 may be used as a basis for disciplinary action or censure of a Board member by the Board. The Board shall decide by a majority vote at a noticed meeting if a violation has occurred. If the Board determines a violation has occurred, penalties and remedies include, but are not limited to, censure or exclusion from participation on that particular topic following a noticed hearing conducted by a majority of the Board. Violations of sections 4010.50 by a Board member shall constitute official misconduct which may require that Board member's testimony before the grand jury and, if convicted under section 3060 of the Government Code, would be cause for removal from office.

4010.70 A Board member is not authorized to disclose information that qualifies as confidential information to a person not authorized to receive it, that: (a) is protected from disclosure under the attorney/client or other evidentiary privilege, or (b) is not required to be disclosed under the California Public Records Act. A Board member who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

4010.80 Board members are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Board member will not accept, solicit or direct a political contribution from District vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A director will not use the District's seal, logo, stationary or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. (Government Code section 3205)

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4020
ADOPTED: December 09, 2002
REVIEWED: 02/27/14, July 11, 2019
AMENDED:

4020.10 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

4020.20 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months except as authorized by the Board of Directors.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Remuneration and Reimbursement
POLICY NUMBER: 4030
ADOPTED: December 09, 2002
REVIEWED: 02/27/14, 07/11/19
AMENDED: January 12, 2004

4030.10 Members of the Board of Directors shall receive a monthly Director's Fee, the amount of which shall be annually established by the Board at its regular meeting in July.

4030.20 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board in accordance with Board Policies 4090 and 2105. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Policy 1060, Miscellaneous Fee Schedule in effect at the time of the vehicle usage.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board President
POLICY NUMBER: 4040
ADOPTED: December 09, 2002
REVIEWED: 02/27/14, 07/11/19
AMENDED:

4040.10 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.20 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050
ADOPTED: December 09, 2002
REVIEWED: July 11, 2019
REVISED: March 24, 2014; August 12, 2019

4050.10 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

4050.11 Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

4050.20 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.30 Directors shall defer to the chairperson for conduct of meetings of the Board. All Directors shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4050.40 Directors may request changes to the previous board meeting minutes, brief comments pertinent to an agenda item discussed (including, if desired, a position on abstention or dissenting vote discussed at the previous board meeting).

4050.50 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists Directors should not abstain from the Board's decision-making responsibilities.

4050.60 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

4050.70 Officers (President, Vice President) shall be elected by the Board of Directors at the first Board meeting in December. The Secretary and Treasurer shall be appointed by the Board President at the first meeting in December.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060
ADOPTED: September 23, 2002
REVIEWED: 02/27/14, 08/21/19, 01/21/20
REVISED: 03/24/14, 09/23/19, 02/10/20

4060.10 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committees shall be outlined at the time of appointment and the committee shall be considered dissolved when its final report has been made.

4060.20 The following shall be standing committees of the Board:

4060.21 Policy Review Committee

4060.22 Safety Committee

4060.23 Public Works Committee

4060.24 Finance and Audit Committee

4060.25 Old McCloud Courthouse Project

4060.26 Fire and Ambulance Committee

4060.30 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. The chair of each committee will establish and announce a yearly meeting schedule at the next regular meeting of the Board of Directors.

4060.40 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review shall be submitted to the Board via a written or oral report.

4060.50 All meetings of standing committees shall comply with applicable open meeting laws (e.g. the "Brown Act").

4060.60 The Board's standing Policy Review Committee shall be concerned with proposed ordinances and/or District policies.

4060.70 The Board's standing Safety Committee shall be concerned with review, update and performance of the District safety and other liability reduction programs.

4060.80 The Board's standing Public Works Committee shall be concerned with developing facility improvement plans.

4060.90 The Board's standing Finance and Audit Committee shall be concerned with the financial management of the District, including assisting the preparation of an annual budget and major expenditures.

4060.100 The Board's standing Old McCloud Courthouse Project Committee shall be concerned with the rehabilitation of the building and keeping the rehabilitation to as close as possible to the building's original condition. Funding for the courthouse restoration is comprised solely of donated funds.

4060.110 The Board's standing Fire and Ambulance Committee shall review and evaluate all components of the MCS D Fire Department and Ambulance Service.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Basis of Authority**
POLICY NUMBER: **4070**
ADOPTED: **September 23, 2002**
REVIEWED: **02/27/14, 08/21/19**
AMENDED:

4070.10 The Board of Directors is the unit of authority within the District. Apart from normal function acting as the Board, directors have no individual authority. As individuals, directors may not commit the District to any policy, act or expenditure.

4070.20 Directors do not represent any fractional segment of the community but are, rather, a part of the body which represents and acts for the residents at large.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Membership in Associations**
POLICY NUMBER: **4080**
ADOPTED: **December 09, 2002**
REVIEWED: **02/27/14, 08/12/19**
AMENDED:

4080.10 The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state and local associations as may exist which have applicability to the functions of the District and shall look upon such memberships as an opportunity for in-service training.

4080.20 The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid by the District when due.

4080.30 The Board of Directors shall maintain membership in the California Rural Water Association and shall insure that annual dues are paid by the District when due.

4080.40 The Board of Directors shall maintain membership in the Siskiyou League of Local Agencies and shall insure that annual dues are paid by the District when due.

4080.41 At the first regular Board meeting in January, a member of the Board shall be selected to represent the District in accordance with the Siskiyou League of Local Agencies' constitution/bylaws and another member of the Board or staff member shall, at the same time, be selected to serve as an alternate for the representation.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training, Education & Conferences
POLICY NUMBER: 4090
ADOPTED: December 09, 2002
REVIEWED: August 21, 2019
AMENDED: March 24, 2014, September 23, 2019

4090.10 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District governance. Newly elected Board members will be required to attend a New Board Member Seminar within one (1) year of taking office. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. Newly elected Board members will be required to take Ethics and Unlawful Harassment including Sexual Harassment training within six months of taking office and every two years as long as they are on the Board.

4090.11 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.12 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4090.13 The District Secretary is responsible for making arrangements for Directors for conference and registration expenses. Reimbursement shall include expenses for meals, lodging and travel.

4090.14 Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

4090.20 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum and shall be in accordance with Board Policy 2105.

4090.30 A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an

election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.40 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Director Electronic Device Policy
POLICY NUMBER: 4100
ADOPTED: 07/10/17
REVIEWED: 05/09/17, 06/13/17, 10/08/19
REVISED: 11/12/19

4100.10 Purpose

At the Regular Meeting of the Board of Directors on March 27, 2017, the Board approved the purchase of electronic devices for the Directors at a maximum cost of \$300 per device. Use of an electronic device will assist the McCloud Community Services District (“MCSD”) Board of Directors in the efficient performance of their duties.

4100.20 Policy

4100.21 Receipt of Electronic Devices

MCSD will furnish any Director an electronic device upon request, cost not to exceed the approved budget. Any additional accessories, such as keyboards, styluses, screen protectors, cables or adapters, shall be at an individual Director’s own expense and shall remain the property of the Director at the end of their term. Directors will be issued appropriate MCSD e-mail accounts. Software for e-mail, file management, document processing, etc. will be installed by MCSD’s current IT technicians on the device and shall be used for MCSD’s official business only.

4100.22 Care of Tablets

Each Director is responsible for the general care and maintenance of the device that has been issued. The Director should follow the manufacturer’s recommended guidelines for the appropriate care. Devices that malfunction or are damaged must be reported promptly to MCSD. MCSD will be responsible for having the malfunctioning unit repaired. If, due to the Director's misuse or neglect, the tablet is stolen or lost, the Director shall replace the electronic device at the Director’s cost. Devices that have been damaged from misuse or neglect may be repaired by MCSD with the cost borne by the Director. If the repair cost exceeds the cost of purchasing a new device, the Director shall pay the full replacement value. Cause of malfunction will be determined the IT technician.

4100.23 Software on Electronic Devices.

The software and applications installed by MCSD must remain on the tablets in usable condition and be readily accessible at all times. Directors may be required to return their devices to the MCSD IT technician for periodic updates and maintenance. Any software, e-mail messages or files downloaded via the Internet into MCSD's systems become the property of MCSD and may only be used with applicable licenses, trademarks or copyrights. If technical difficulties occur or illegal software is discovered, the electronic devices will be wiped clean and restored to factory default. MCSD does not accept responsibility for the loss of any software, electronic content or documents deleted due to a wipe and restore.

4100.24 Acceptable Use and Compliance with Policy

The electronic devices, Internet and e-mail access are tools provided for conducting MCSD business only. All of MCSD's systems, including the electronic devices, are considered to be public property until the end of the Director's term. All documents, files and e-mail messages created, received, stored in, or sent from any MCSD device may be considered public records, subject to disclosure to the public pursuant to the California Public Records Act with only limited exceptions, and are considered the property of MCSD.

4100.241 The device and all data and applications contained on the device are intended for MCSD business and are the property of MCSD, regardless of the content and including any personal communications or personal data. MCSD reserves the right to inspect any and all files stored on the device in order to ensure compliance with this policy. By acknowledging the receipt of the device, the Director understands that the device and all data and applications contained therein are not private or confidential. The Director should have no expectation of privacy with respect to any use of the electronic device or its applications

4100.242 All MCSD Electronic Media Use and Telephone Policies will continue to apply to a Director's conduct on the Internet and in the use of e-mail. A Director's use of the device could constitute actions on behalf of MCSD and thereby expose MCSD to risk of liability.

4100.243 Board of Directors shall not use the tablets in any way as to violate federal, state, or local laws, including but not limited to, the public meeting requirements of the Brown Act.

4100.244 Directors shall not use the device to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

4100.25 Retention of Tablets at End of Term/Service

When a Director successfully completes his or her full term of service, he/she may purchase their electronic device for of \$150.00. After backing up appropriate files, the electronic device will be wiped clean of any and all MCSD information and restored to factory defaults.

I, the undersigned Director of McCloud Community Service District, have been provided a copy of McCloud Community Service District's Director Electronic Device Policy for Board of Directors and understand its contents fully. I understand and accept the terms of this Policy and agree to abide by all terms contained in it.

Director Name (please print)

Director Signature

Date

Attest

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Meetings of the Board of Directors
POLICY NUMBER: 5020
ADOPTED: December 9, 2002
REVIEWED: January 13, 2015; September 8, 2015; May 8, 2019, 05/12/21
REVISED: August 26, 2013; February 23, 2015; October 12, 2015; June 10, 2019

5020.10 It is the authority and responsibility of the Board of Directors as the designated legislative body, elected at large, to provide oversight and guidance for the business of the District. This policy addresses the subjects of the Board's meeting schedules, agendas, conduct, rules of order, decisions and minutes.

5020.20 Meetings of the Board: The Board of Directors may hold regular, special, emergency and/or organizational meetings. Each type of meeting has its own agenda and posting requirements pursuant to the Ralph M. Brown Act.

5020.21 Regular meetings are scheduled to be held on the second and fourth Monday of each calendar month at 6:00 p.m. in the Scout Hall, 405 E. Colombero Drive in McCloud. In the event that a regular meeting falls on a District holiday, the meeting will be held at the same time and location on the first workday following the holiday. The Board of Directors may take action to change the date, time and/or location of any regular meeting as needed.

5020.22 Special meetings (non-emergency) may be called by the Board President or the General Manager at which time all directors will be notified by phone call and/or e-mail of the meeting and the purpose(s) for which it is called.

5020.23 Special meetings (emergency) may be called in the event of an emergency situation involving matters for which prompt action is necessary due to the disruption or threatened disruption of public facilities. An emergency situation means a crippling disaster which severely impairs public health, safety or both, as determined by the General Manager, President of the Board or Vice-President in the absence of the President. Emergency meetings may not be held in Closed Session. The Board of Directors will be notified by phone call and/or in person.

5020.24 An annual organizational meeting is held during the first regular meeting of the Board of Directors in December to elect a President and Vice-President from among its members to serve during the coming calendar year. The Board of Directors will appoint a Secretary of the Board and a Treasurer to serve during the coming calendar year. Unless circumstances necessitate cause for change, the District Secretary will be appointed Secretary of the Board and the General Manager will be appointed Treasurer to serve during the coming calendar year. Note: The Secretary of the Board and Treasurer, by California codes, cannot be members of the Board of Directors. The newly elected President will establish committee meeting schedules and assign directors to each committee to serve during the coming calendar year.

5020.30 Committee meetings: Standing committees are those that have continuing subject matter jurisdiction, regularly established meeting schedules and two directors assigned as members. Ad-hoc or advisory committees are those that have temporary subject matter jurisdiction. Committees are not voting bodies. It is the responsibility of a committee to provide recommendations for the review and deliberation of the Board of Directors.

5020.40 Agendas: The General Manager, in cooperation with the President of the Board, will establish an agenda for each regular and special meeting of the Board of Directors. The Chairperson of each committee, in cooperation with the General Manager, will prepare an agenda for each standing committee.

5020.41 Agenda Requests and Deadline: The agenda request deadline for regular meetings of the Board of Directors is 5:00 p.m. on the Tuesday prior to the date of the meeting. Any member of the public district staff, or the Board of Directors may request a matter directly related to District business be placed on an agenda by written request and submittal to the General Manager, with supporting documents, if applicable.- Any director may call the General Manager and/or the President of the Board and request an item be placed on an agenda.

5020.412 If an agenda request is denied, the General Manager will inform the requesting party of the reason(s) for denial.

5020.42 Agenda Posting: Agendas will be posted at the District Office, MCSD, the Mercantile and McCloud Post Office to meet legal compliance. Postings will be made on the District website.

5020.421 Regular meeting agendas will be posted, at minimum, 72 hours prior to the time of the meeting. Special meeting and committee agendas will be posted, at minimum, 24 hours prior to the time of the meeting.

5020.50 Agenda Categories: Regular meeting agendas will include the following categories:

5020.51 Call to Order

5020.52 Approval of Minutes

5020.53 Public Comment: This time is provided to receive information from the public regarding issues that do not appear on the agenda and is limited to three minutes per person. Brief responses or questions may be made, but no discussion will be conducted or action taken on items not listed on the agenda; however, staff may be directed to place the item on a future agenda.

5020.54 **Announcements of Events:**

5020.55 Communications: Written communications of general interest and relative to District business. No action will be taken on these items; however, staff may be directed to place the item on a future agenda for consideration of action.

5020.56 Reports: No action will be taken on reports or issues associated with reports; however, staff may be directed place the item on a future agenda for consideration of action.

5020.57 Consent Agenda: Non-controversial items such as, but not limited to proclamations, procedural resolutions required by other agencies, resolutions of appreciation, final action to create, revise or rescind policies that were previously introduced at a prior meeting may be considered and approved with a single motion. A director may request any item on the Consent Agenda be removed for separate consideration.

5020.58 Old Business

5020.59 New Business

5020.60 Conduct: Meetings of the Board of Directors will be conducted by the President of the Board, Vice-President in the absence of the President or a director selected by consensus of the quorum in the absence of both officers. Committee meetings will be conducted by the Chairperson or the second director assigned to the committee in the absence of the Chairperson. Meetings will be called to order at the time stated on the agenda and conducted in a professional, orderly and civil manner. A meeting can only be called to order when a majority of the Board is present. Three (3) directors constitute a quorum

5020.61 The President of the Board, at his/her discretion, may limit the time allocated to an individual speaker and a maximum of 20 minutes to each subject matter.

5020.62 Disruptive actions will be curtailed by the presiding official as necessary to preserve order including termination of an individual's privilege to speak or remain in attendance.

5020.70 Rules of Order are informally based on parliamentary procedures and applied flexibly to establish a process of orderly conduct to facilitate active participation in discussions.

5020.71 If a director believes order is not being maintained or procedures are not adequate, he or she should raise a point of order, which does not require a second, to the officiating party. If the ruling of the officiating party is not satisfactory to the director, it may be appealed to the Board for a majority ruling.

5020.80 Actions: Action can only be taken by vote of the majority of the full Board of Directors. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective. A member abstaining in a vote is considered as absent for that vote.

5020.80.01 Abstaining – in the event of an abstention for reasons other than a conflict of interest, the abstention is counted as a majority vote.

5020.80.02 Quorum – In the event of a conflict of interest the party abstaining will not be counted as a member of the Quorum (item only being discussed).

5020.81 One motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5020.82 The Board may give directions to staff by consensus rather than taking formal action. The presiding official shall determine consensus of a directive and state it for clarification and inclusion in minutes of the meeting. Such informal action is still action by the board and shall only occur regarding matters that appear on the agenda. If any two directors challenge the statement of consensus, a voice vote may be requested.

5020.90 Minutes: The Secretary of the Board will keep minutes of all regular and special meetings. Approved minutes will be maintained electronically and in hardcopy form available for public review. Recordings of regular and special meetings will be made to facilitate the accurate development of minutes and recordings will be maintained for one year. Meeting tapes and recording equipment will be available first to the Secretary of the Board for preparation of draft minutes. Recordings will then be available to members of the public without charge on a playback machine at the District Office during regular business hours.

5020.91 Board action will be included in minutes as having passed or failed and individual votes and summary of discussion (from board and public) will be documented unless an action was unanimous. Included in the minutes will have a summary of the public comments during public comment period. In addition to other information the Board; will include in each meeting's minutes:

- Date, place and type of each meeting.
- Directors present and absent by name.
- Administrative staff present by name.
- Call to order.
- Time and name of late arriving or early departing directors.
- Approval of minutes or modified minutes of preceding meetings.
- Record of all claims reviewed and/or approved for payment.
- Resolutions and ordinances described as to their substantive content.
- Record of all contracts and agreements, and their amendment, approved by the board.
- Approval of an annual budget.
- Approval of all policies, rule and/or regulations.
- Time of meeting adjournment.

5020.100 Review of Administrative Decisions: The provisions of §1094.5 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors. These provisions shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District affecting the subject matter of an appeal. This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000
ADOPTED: November 12, 2002
REVISED: December 10, 2007
REVIEWED: January 9, 2014; January 9, 2019

1000.10 The McCloud Community Services District shall maintain a Policy and Procedure Manual that shall govern District operations. Contained herein shall be a comprehensive listing of the Board's current policies enacted by the Board from time to time. The manual of policies will serve as a resource for directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.20 If any policy or portion of a policy contained herein is in conflict with rules, regulations or legislation having authority over the McCloud Community Services District, said rules, regulations or legislation shall prevail.