

# Truckee-Donner Recreation and Park District Policy Handbook

**POLICY TITLE:** Board Meetings  
**POLICY NUMBER:** 500

**500.10** Regular meetings of the Board of Directors shall be held on the 4th Thursday of each calendar month at 6:00 P.M. at the Truckee Donner Community Recreation Center, 8924 Donner Pass Road, Truckee, California. The District will adhere to the rules and regulations as outlined in Government Code Section 54950 through 54963, the Ralph M. Brown Act.

**500.20** Any person may request that a copy of the agenda, or a copy of documents constituting the agenda packet, of any meeting of the Board, be mailed. If requested, the agenda and documents in the packet shall be made available in appropriate alternative formats to persons with a disability.

**500.21** The requested materials shall be e-mailed or mailed at the time the agenda is posted or upon distribution to all, or a majority of all, of the members of the Board, whichever occurs first. All requests shall be valid for the calendar year in which it is filed, and should be renewed January 1<sup>st</sup> of each year. The Board may establish a fee for mailing agendas and packets, which fee shall not exceed the cost of providing the service.

**500.22** Failure of the requesting person to receive the agenda or packet shall not constitute grounds for invalidation of the actions of the Board taken at the meeting for which the agenda or packet was not received.

**500.30** Special meetings (non-emergency) of the Board of Directors may be called by the Board Chairman, or by a majority of the members of the Board, by delivering written notice to each member of the Board and to each local newspaper, radio, or television station requesting notice in writing, and posting a notice on the District's Web site.

**500.31** Said notification shall be delivered personally or by any other means and shall be received at least twenty-four (24) hours prior to the meeting. Written notice may be dispensed with as to any Board member who has filed with the District Clerk a written waiver of notice. Written notice may be dispensed with as to any member actually present at the meeting at the time it convenes.

**500.32** The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings.

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**500.33** The notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

**500.40** Special Meetings (emergency). In accordance with California Government Code 54956.5 of the Brown Act - 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 twenty-four (24) hour notice requirement. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board Chairman or Vice Chairman in the Chairman's absence.

**500.41** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings shall be notified by at least one (1) hour prior to the emergency special meeting. This notice shall be given by telephone. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her 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.

**500.42** Other than the exceptions listed in Government Code 54957 threat to security or public services, or employment issues, 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 Board may only meet in closed session pursuant to Section 54957 if agreed to by a 2/3<sup>rd</sup> vote of the members present, or if less than 2/3<sup>rds</sup> are present, by a unanimous vote of the members present. The minutes of the emergency special meeting, a list of persons the General Manager 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.

**500.50** 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. Less than a quorum may so adjourn from time to time. If all members are absent from any regular meeting, the General Manager or District Clerk may declare the meeting adjourned to a stated time and place and he/she shall cause a written notice of adjournment to be given in the same manner as provided for special meetings. A copy of the notice of adjournment shall be posted on or near the door of the place where the regular or special meeting was held within 24 hours after the time of the adjournment.

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**500.60**      Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a Chairman, Vice Chairman and Secretary from among its members to serve during the coming calendar year.

**500.70**      The Chairman of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**500.80**      The Chairman and the General Manager shall ensure that appropriate information is available for the audience at said meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.