

# Thermalito Irrigation District

## Policy and Procedures

**Policy Title:** Board Meetings  
**Policy Number:** 6000  
**Adopted:** August 15, 2000  
**Amended:** April 15, 2003

1. Regular meetings of the Board of Directors shall be held on the third (3<sup>rd</sup>) Tuesday of each calendar month at 2:00 PM in the Thermalito Irrigation District office, located at 410 Grand Avenue in Oroville, California.
2. Special meetings (non-emergency) of the Board of Directors may be called by the Board President or any two Directors of the Board.
  - a. All Directors, the Manager/Superintendent and District Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.
  - b. Newspapers of general circulation in the District area, radio 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 54962) 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 as practicable after the meeting is scheduled.
  - c. An agenda shall be prepared as specified for the regular Board meetings and shall be delivered with the notice of the special meeting to those specified above.
  - d. Only those items of business listed in the call for special meeting shall be considered by the Board at any special meeting.
3. Special meetings (emergency): 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 to the twenty-four (24) hour notice required. An emergency situation means a crippling disaster, which severely impairs public health, safety or both, as determined by the Manager/Superintendent, Board President or Vice-President in the President's absence.
  - a. Newspapers of general circulation in the District area, radio 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 54962) shall be notified by a least one (1) hour prior to the

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**Policy Title:** Board Meetings, *continued*  
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emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Manager/Superintendent 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 or any action taken by the Board, as soon after the meeting as possible.

- b. 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 minutes shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager/Superintendent 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.
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 Manager/Superintendent 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 above.