

RESOLUTION NO. 82-1

RESOLUTION ADOPTING RULES AND PROCEDURES FOR THE
BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY
SERVICES DISTRICT

WHEREAS the Sacramento County Board of Supervisors has by resolution declared that the Rancho Murieta Community Services District has been duly organized under the Community Services District Law, and the organization of the Community Services District has been completed by the recording of that resolution pursuant to Government Code section 61128; and

WHEREAS the directors of the Rancho Murieta Community Services District desire to adopt rules and procedures to promote the orderly and efficient conduct of the business of the board and the district;

NOW, THEREFORE, THE DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT RESOLVE AS FOLLOWS:

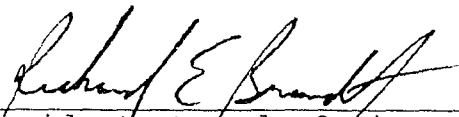
That the Rules and Procedures attached hereto shall be the Rules and Procedures of the Board of Directors of the Rancho Murieta Community Services District.

PASSED AND ADOPTED this 28th day of July 1982 by the following roll call vote:

AYES: Directors, Brandt, Cravens, Devlin, Dudley, Elliott

NOES: None

ABSENT: None



President, Board of Directors,
Rancho Murieta Community
Services District

ATTEST:



Secretary

SCANNED

RULES AND PROCEDURES OF
THE BOARD OF DIRECTORS OF THE
RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Section 1. Meetings: Time, Place and Manner.

- (a) Time. The time for regular meetings of the Board of Directors of the Rancho Murieta Community Services District shall be the second Wednesday of each month at 7:30 p.m.; provided however, if such meeting date shall fall upon a legal holiday, the regular meeting shall be held on the next ensuing full business day.
- (b) Place. The place of meetings of the Board of Directors shall be in the Board Room of the Rancho Murieta Administration Building, located at 14813 Jackson Road, Rancho Murieta, California, unless otherwise designated by the Board of Directors.
- (c) Recording. The proceedings of all public meetings will be recorded on tape.
- (d) Special Meetings. The time, place and manner of calling all other meetings of the Board of Directors shall be undertaken as prescribed in the Ralph M. Brown Act. (Government Code Sections 54950 et. seq.)
- (e) Compliance With Brown Act. All meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend any public meeting of the Board of Directors except as provided by law; provided however, that executive sessions may be held when permitted by law.

Section 2. Officers, Employees, Consultants, etc.

- (a) Officers. Within thirty days after each general District election, but not earlier than the last Friday in November the Directors shall meet and elect one of their members President of the Board and may further elect or appoint a Vice President and a Finance Officer from the remaining members of the Board.
- (b) Principal Employees. The Board shall, as necessary, appoint a General Manager and a Secretary. The General Manager may also act as Secretary, but no Director

shall be appointed as General Manager or Secretary. The General Manager or Secretary or a third party may also be appointed the Finance Officer.

- (c) Compensation. The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys and engineers as necessary or convenient for the business of the District.
- (d) Advisory Committees. The Board of Directors may appoint any citizen's advisory committees or advisory bodies as it deems necessary, whose members shall serve without compensation, unless otherwise provided and whose meetings shall be open to the public.

Section 3. Duties of Officers and Employees.

- (a) Presiding Officer. The President shall preside at all meetings of the Board. The Vice President shall preside at all meetings of the Board in the absence of the President.
- (b) Duties of President. The President of the Board shall preserve order and decorum and shall decide questions of order, subject to appeal to the Board of Directors. The President from the chair may place a motion before the Board, second a motion and vote irrespective of the existence of an otherwise tie vote.
- (c) Duties of Secretary. The Secretary of the Board shall prepare and mail to each person entitled thereto a copies of agendas, minutes of the preceding meeting, and notices of meetings. The Secretary shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board.
- (d) Duties of General Manager. The General Manager shall be responsible for the overall operations of the District in the manner set forth in his job description and/or contract of employment. The duties of the Finance Officer shall be as set forth in the Community Services District Act.

Section 4. Agendas.

- (a) Distribution. The Secretary shall prepare an agenda for each regular meeting and shall mail the agenda to persons entitled thereto at least three (3) days before the regular meeting.
- (b) Additional Distribution. Persons entitled to receive mailed agendas are any members of the media designated by the President and any person who has on file with the Secretary a written request therefor accompanied by self-addressed envelopes and sufficient postage to cover mailing.
- (c) Request to Appear. Any person who desires to address the board on a matter which is not on the agenda shall make a request to do so to the Secretary at least forty-eight (48) hours in advance of the meeting. This provision shall not prevent residents from addressing the Board at a time designated therefor on the agenda.
- (d) Agenda Changes. The Board, upon the request of any Board member, by vote, may add items to the agenda at any time before or during a regular meeting.
- (e) Public Participation. Any member of the public may address the Board during its regular meetings concerning agenda item(s). The Board may, in its discretion, exercise reasonable control as to the number and length of presentation of speakers.
- (f) Correspondence to Board. Photographic copies of all written correspondence addressed to the Board of Directors and written responses in reply thereto, if any, shall be distributed to each member of the Board together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response.

Section 5. Minutes.

Minutes of the Board of Directors shall be public records open to inspection by the public. In addition, the Secretary shall mail copies of the proposed minutes to each member of the Board of Directors and to any person who has on file with the Secretary a written request therefor accompanied by self-addressed envelopes and sufficient postage to cover mailing.

Section 6. Actions and Decisions.

- (a) Method of Action. The Board shall act only by ordinance, resolution or motion.
- (b) Majority - Quorum. The majority of the Board shall constitute a quorum for the transaction of business.
- (c) Majority Vote Required. No ordinance, resolution or motion shall be passed or shall become effective without the affirmative vote of at least a majority of the members of the Board.
- (d) Recordation of Vote; Exceptions. Except for action as taken by the unanimous vote of all Directors present voting, the ayes and noes shall be taken, the passage of all ordinances, resolutions or motions and entered upon the minutes of the Board.
- (e) Enacting Clause of Ordinance. The form of enacting clause of all ordinances passed by the Board shall be: "Be it ordained by the Board of Directors of the Rancho Murieta Community Services District as follows:"
- (f) Execution of Ordinances. All ordinances shall be signed by the President and attested by the Secretary.

Section 7. Deviations.

No deviation from or failure to follow the procedures set forth in this Article shall invalidate any action or decision of the Board of Directors unless such deviation or failure has substantially prejudiced the rights of an interested person.

Section 8. Records.

Public records of the Rancho Murieta Community Services District shall be open to inspection as provided in the California Public Records Act.

I hereby certify that the foregoing is the full, true and correct copy of a resolution duly adopted and passed by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting thereof, held on the 28th day of July, 1982.

Marcia Keeler, Secretary