

**Policy Number:** 4.3.0

**Title:** DISTRICT PRACTICES AND CONDUCT

**Introduction:**

This policy has been developed to establish the manner in which the Board of Directors of the District shall operate. If any inconsistencies exist between this policy statement and the California Government Code (the “Brown Act” and the “Public Records Act”), which governs Board meetings and the dissemination of information to the public, and/or the California Water Code, which controls the manner in which water districts are organized, the statutory provisions shall prevail. This policy shall replace in its entirety the Alpine Springs County Water District By-Laws adopted by the District on April 1, 1963.

**Ends:**

1. NAME OF DISTRICT. The name of the District is Alpine Springs County Water District.
2. OFFICE OF DISTRICT. The office of the District is located at 270 Alpine Meadows Road, Alpine Meadows, California 96146, located in Placer County in the State of California. All meetings of the Board of Directors and its committees shall be held at the District office, unless the Board decides otherwise, after proper notice to the Directors and the public.
3. OFFICERS. The Officers of the District shall be the President and Vice President. Other officers may be designated as provided in California Water Code Section 30540. The President shall preside at all meetings of the Board of Directors. In the President’s absence, the Vice President shall preside. At the December Board of Directors meeting, the Board of Directors shall elect the President and Vice President from among the members of the Board of Directors. The newly-elected President and Vice President shall assume office immediately following the December Board meeting. In the event that both the President and Vice President are not available to preside at the December Board of Directors meeting, the Board member with the most seniority shall preside. The President and Vice President shall hold office for one year or until their successors are elected.
4. VACANCIES. All vacancies occurring in the office of Director shall be filled in one of two ways, as follows: (a) by special election or (b) by appointment, as selected by majority vote of the remaining Directors. Persons appointed to fill a vacancy by appointment shall hold office until the next general district election that is scheduled at least 130 days after the Board of Directors is notified of the vacancy or until the end of the unexpired term of office, whichever occurs first. In either case, any person elected to fill a vacancy shall hold office for the unexpired balance of the term of office.
5. APPOINTMENT AND REMOVAL. The Board of Directors may at any time appoint or employ or engage and/or remove or terminate employees, attorneys, engineers, consultants and other independent contractors and prescribe the authorities and duties of such individuals and entities.
6. MINUTES OF MEETINGS. The Board of Directors shall appoint a Recording Secretary who shall record minutes of each meeting of the Board of Directors. Committee Chairs shall submit a written report of committee meetings at the next

regularly scheduled Board meeting. All meetings of the Board of Directors shall be recorded on audiotape and kept until the minutes of the meeting are approved by the board.

7. REGULAR MEETINGS. Regular meetings of the Board of Directors shall be held monthly on the second Friday of the month at 9:00 a.m. at the District office unless the Board, by majority vote, reschedules the meeting time or place in sufficient time to give adequate notice. At least 72 hours before a regular meeting of the Board of Directors or a meeting of a Standing Committee, the District shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and shall be posted at the District office and on the District web site, if available.
8. SPECIAL MEETINGS. The President may, when he/she deems it expedient, and shall, upon written request of three or more members of the Board of Directors, call a special meeting of the Board of Directors for the purpose of transacting any business designated in the call. Written notice of the special meeting shall be delivered to all members of the Board of Directors 24 hours prior to the meeting. Notice of the special meeting shall be posted at least 24 hours before the meeting at the District office and on the District web site, if available.
9. QUORUM. A majority of the members of the Board of Directors constitutes a quorum at any meeting of the Board. A majority of the members of the Board of Directors is required for an official action to be taken by the District.
10. BOOKS AND RECORDS. The District's books and records, together with all of the documents and papers pertaining to the business of the District, shall be kept and maintained at the District office.
11. ANNUAL FINANCIAL AUDIT. Annually, the District shall retain an auditor as an independent contractor, who is a licensed Certified Public Accountant in the State of California, to review the District's books, records and financial affairs. The auditor shall report its findings, including its opinion on the District's annual financial statements, to the Board of Directors.

**Responsibility:**

The Board of Directors has the responsibility to adhere to the requirements of this policy, the Brown Act, the Public Records Act, the Water Code and any other statute which governs its activities.