



SOLANO IRRIGATION DISTRICT POLICIES AND PROCEDURES MANUAL

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SOLANO IRRIGATION DISTRICT

POLICY TITLE: Board Policies

POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Directors of the Solano Irrigation District to maintain a Policy Manual. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Policy Manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of the District business are to be conducted.

1000.2 If any portion of a policy contained within the Policy Manual is in conflict with rules, regulations or legislation having authority over the Solano Irrigation District, said rules, regulations or legislation shall prevail.

SOLANO IRRIGATION DISTRICT

POLICY TITLE: Board Meetings

POLICY NUMBER: 1010

1010.1 Regular meetings of the Board of Directors shall be held on the third Tuesday of each calendar month at 7:00 p.m. in the Berryessa Room, 810 Vaca Valley Parkway, Ste. 201, Vacaville, CA. 95688. Posting of the agenda at a site accessible to the general public and the District's website as called for in Policy No. 1020.4 will be accomplished at least 72 hours prior to the regular meeting.

1010.1.1 Members of the public may request email notifications of meetings upon the completion and submission of the "Consent to E-Mail Notice" (attached form). The "Consent to E-Mail Notice" may be of regular, special, emergency meetings or similar notices of Solano Irrigation District in lieu of and in place of mailed notice through the United States Post Office. The notice shall be in effect from the date the District receives the notice and shall remain in effect until the end of the calendar year. Members of the public shall, therefore, submit a new updated notice at the beginning of each calendar year.

1010.2 Special meetings of the Board of Directors may be called by the General Manager, Board President or by a majority of the Board.

1010.2.1 All Directors shall be notified of the special board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

1010.2.2 Newspapers of general circulation in the District and members of the public who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government code §54950 through §54926) shall be notified by email if they request notification in that manner, as soon after the meeting is scheduled as practicable.

1010.2.3 An agenda shall be prepared and posted as specified for regular Board meetings and shall be delivered with the notice of the special board meeting to those specified above.

1010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting

1010.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of District facilities, the Board of Directors may hold an emergency special meeting without complying

with the 24-hour notice required in section 1010.2. An emergency situation means a crippling disaster which severely impairs public health, safety, or both as determined by a majority of the Board.

1010.3.1 Newspaper of general circulation in the District which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government code §54950 through §54926) shall be notified at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers of the fact of the holding of the emergency meeting, and of any action taken by the Board, as soon after the meeting as possible

1010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board 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 days in the District office as soon after the meeting as possible.

1010.4 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 less than a quorum of the Board members are present at any regular or adjourned regular meeting, the Secretary of the Board 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 in 1010.2.2 and post a notice of adjournment on the door of the meeting room in addition to posting the notice at a place accessible to the public and posting the notice on the website of the District

1010.5 The Board President shall determine the order in which the agenda items shall be considered for discussion and/or action by the Board

1010.6 The Board President and General Manager shall endeavor to ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.



CONSENT TO E-MAIL NOTICE

We, _____, do hereby consent to receiving notice pursuant to email at the following email address, _____, which notice may be of regular, special, emergency meeting or similar notices of the Solano Irrigation District in lieu of and in the place of mailed notice through the United States Post Office. This consent and waiver of mail notice shall be effective _____ day of _____, 20____, and shall remain in effect until the end of each calendar year. Members of the public shall, therefore, submit a new updated notice at the beginning of each calendar year.

Dated: _____

By: _____
_____ Member of the Public
(Print Name)

By: _____
_____ (Print Name)

(Newspaper of General Circulation)

SOLANO IRRIGATION DISTRICT

POLICY TITLE: Board Meeting Agenda/Referral of Items

POLICY NUMBER: 1020

1020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code §54950). The Board President or any Director may contact the General Manager and request any item to be placed on the “Referral” section of the agenda up to one week prior to a regularly scheduled Board meeting. During the “Referral” section of the Board Meeting, should the Board determine a referral item is appropriate for consideration, direction shall be given Staff at that meeting or, to return at a future meeting with information sufficient for a Board action.

1020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

1020.2.1 The request must be in writing and submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

1020.2.2 The General Manager shall be the judge of whether the public request is or is not a “matter directly related to District business.” The public member requesting the agenda item may appeal the General Manager’s decision by giving written notice of the basis for the appeal and the written notice at the next regular meeting of the Board of Directors. Any Director upon the Board receiving the communication may request that the item be placed on the agenda of the Board’s next regular meeting as a referral.

1020.2.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

1020.2.4 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting, to three (3) minutes.

1020.2.5 The matter requested by the member of the public shall be placed on the “Referral” section of the agenda. During the “Referral” section of the Board Meeting, should the Board determine any referral item is appropriate for consideration, direction shall be given Staff to return at a future meeting with information sufficient for a Board action.

Approved 11/20/12

1020.2.6 If the General Manager and the Board determine an item is not a matter directly related to District business and, therefore, the item is not placed on the “Referral” section of the Agenda, any member of the Public may still attend any Board Meeting and discuss the item under the “Public Comment” section of the Agenda.

1020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

1020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code §54954.2 (a)(1)). If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

1020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location (California Government Code §54956).

1020.5 Should the Board President, a Board Member or a Member of the General Public desire to have an item discussed by the Board in Closed Session, the Board President, a Board Member or a Member of the General Public shall make a request to the General Counsel of the Solano Irrigation District. The General Counsel of the Solano Irrigation District shall be the judge of whether the request is a “matter directly related to District business” and is in accordance with the Ralph M. Brown Act (California Government Code §54950).

SOLANO IRRIGATION DISTRICT

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 1030

1030.1 Meetings of the Board of Directors shall be conducted by the Board President in a manner consistent with the policies of the District. Policy No. 1040, "Rules of Order for the Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

1030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by the same.

1030.3 The conduct of meetings shall, to the fullest possible extent enable Directors to:

1030.3.1 Consider problems to be solved, weigh evidence related to thereto, and make wise decisions intended to solve the problems; and,

1030.3.2 Receive, consider and take needed action with respect to reports of accomplishments of District activities.

1030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

1030.4.1 Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes may be allotted to each subject matter.

1030.4.2 Individuals addressing the Board shall be expected to do so in a civil and respectful manner. Individuals shall present information, opinions or ask questions in the allotted time. Once the individuals have presented information, opinions or ask questions, the Board shall call the next speaker to the lectern. After all speakers have been called, the Board President may or may not call upon Staff to respond to comments made by the speakers. Should staff contradict a point made by a speaker, then, the speaker may be given an opportunity to respond. At no time, however, shall the speakers engage in a debate with the Board or Staff.

1030.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

1030.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

1030.5.1 After excusing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

1030.5.2 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

SOLANO IRRIGATION DISTRICT

POLICY TITLE: Rules of Order for the Board Meetings & Public Hearings

POLICY NUMBER: 1040

1040.1 General.

1040.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules, such as Robert's Rules of Order.

1040.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the Board President. If the ruling of the Board President is not satisfactory to the Director, then it may be appealed to the entire Board. A majority of the Board will govern and determine the point of order.

1040.2 Obtaining the Floor.

1040.2.1 Any Director desiring to speak should address the Board President and, upon recognition by the Board President, may address the subject under discussion.

1040.3 Motions.

1040.3.1 Any Director, including the Board President, may make or second a motion and vote on said motion. A motion shall be brought and considered as follows:

1040.3.1.1 If the public in attendance has had the opportunity to comment on the proposed action, the Board President or any Director may make a motion, the motion must receive a second, if successfully seconded the Board President may ask for further comment or, suspend further discussion by calling for a vote. At which point a vote is taken. The Board President the District's Counsel or General Manager may ask for a roll call vote when deemed necessary.

1040.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a 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.

1040.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

1040.4.2 Motion to Table. A main motion may be tabled to a date certain or indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

1040.4.3 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

1040.4.4 Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

1040.4.5 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

1040.5 Decorum.

1040.5.1 The Board President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Board President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Board President, or otherwise disrupting the meeting or hearing.

1040.5.2 The President may also declare a short recess during any meeting.

1040.6 Amendment of Rules of Order.

1040.6.1 By motion made, seconded and approved by majority vote, the Board at any meeting and at its discretion, may temporarily suspend and/or amend these Rules of Order in whole or in part.

SOLANO IRRIGATION DISTRICT

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 1050

1050.1 Actions by the Board of Directors include but are not limited to the following:

1050.1.1 Adoption or rejection of regulations or policies;

1050.1.2 Adoption or rejection of resolutions;

1050.1.3 Adoption or rejection of any contract or expenditure;

1050.1.4 Approval or rejection of any proposal which commits District funds or facilities;

1050.1.5 Approval or rejection of matters that require or may require the District or its employees to take action and/or provide services;

1050.2 Quorum. District action can only be conducted once a quorum of three (3) Board members has been established. A quorum must be maintained for all items of action appearing before the Board during the meeting.

1050.3 Action can only be taken by the vote of the majority of the Board of Directors. In other words, for action to be taken, three (3) Board members must vote affirmatively for the action.

1050.4 Abstention. A Board of Director may abstain from a vote for action for a variety of reasons. A Director abstaining in a vote shall be considered absent for the vote. In the event the abstention is due to a conflict of interest, the Director is not counted in regard to an established quorum.

1050.4.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

1050.4.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

1050.4.3 Example. If vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for

it to be approved. If two of the four Directors present abstain, the appointment is not approved.

1050.5 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Boards directives and instructions to the General Manager.

1050.5.1 The Board President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Board President, a roll call vote may be requested.

1050.5.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc)

1050.5.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

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SOLANO IRRIGATION DISTRICT

POLICY TITLE: Minutes of the Board Meeting

POLICY NUMBER: 1060

1060.1 The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

1060.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

1060.1.2 Motions and resolutions shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meetings 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 Directors;
Time and name of early departing Directors;
Names of Directors absent during any agenda item upon which action was taken;
Summary record of staff reports;
Summary record of public comment regarding matters not on the agenda, including names of commentators if given;
Approval of the minutes or modified minutes of preceding meetings;
Approval of financial reports;
Complete information as to each subject of the Board's deliberation;
Record of the vote of each Director on every action item for which the vote was not unanimous;
Resolutions described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of annual budget;
Approval of all policies, rules and/or regulations
Approval of all dispositions of District assets;
Approval of all purchases of District assets;
Reporting out of any decisions made in Closed Session; and
Time of meeting's adjournment

SOLANO IRRIGATION DISTRICT

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4080

4080.1 It is the policy of the Solano Irrigation District to encourage the development and excellence of performance of Officers (elected and appointed) by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, education courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4080.2 District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Officers attending state and national seminars, workshops and conferences. All expenses shall be reported to the District in accordance with the District's Personnel Policy, Section 2300.

4080.3 Attendance by Officers of seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4080.4 Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Officers will prepare a report for presentation to the Board. Said report shall detail what is learned at the session(s) that will be of benefit to the District. Materials from the session(s) shall be delivered to the District Office to be included in the District library for the future use of other Officers and staff.

SOLANO IRRIGATION DISTRICT

POLICY TITLE: Board of Directors Compensation

POLICY NUMBER: 4090

4090.1 Effective June 19, 2006, members of the Board of Directors shall be compensated as follows:

1. The Board President shall receive \$100 to attend one meeting per month with the Secretary/Manager to discuss District business.
2. Each Director shall receive \$100 per day for each day's service rendered at the request of the Board or designation by the Board President.

4090.2 SID Board members will from time-to-time be required to attend SID meetings, participate in committee or subcommittee meetings, and meet with representatives of the public and with federal, state and local agencies as official representatives of the Board. Where a Board member has been requested by the Board or designated by the Board President to represent the Board, and the Board member is not already being compensated for such participation by the host agency, SID shall compensate the Board member(s) at the rate of \$100 per meeting.

4090.3 A Director's compensation shall not exceed \$600 in a calendar month regardless of the number of meetings/workshops/committees participated in.