

## **Bylaw Revisions 10-31-17**

### **5.3 DUTIES OF THE DISTRICT SECRETARY**

The District Secretary shall take minutes and will record all votes ~~by roll call~~ at each regular or special meeting of the GWCSO Board of Directors. The District Secretary shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board. Copies of the approved minutes will be submitted for publication on the District website. If the District Secretary is unavailable, the Board President may appoint an acting secretary from the audience with approval of the other board members. The secretary, whether appointed or acting, may not be a Director.

### **6.1 QUORUM AND MAJORITY VOTE**

The presence of three Directors constitutes a quorum for conduct of District business. Lacking a quorum, the Directors present cannot take action on the part of the Board excepting only to adjourn the meeting until a quorum is obtained. Meetings adjourned due to lack of quorum shall be documented by their Minutes. ~~The exception to the 3 director quorum is in the case of teleconferencing. In order for the teleconference to take place, 3 board members must be physically in attendance at the place of the meeting. Only then can the teleconferencing member join in as a 4<sup>th</sup> board member. See Section 6.5~~

### **8.0 FORM OF ACTIONS**

The Board shall act only by ordinance, resolution, or motion. The minutes of the Board shall record ~~the roll call vote of the ayes, noes, and abstentions for the passage of all ordinances and resolutions. Motions that are voted on and are not unanimous shall have a roll call taken to clarify how each board member voted. and motions. All votes will be taken by roll call.~~

### **6.2 REGULAR MEETINGS**

The Golden West Community Services District shall hold regular meetings on a monthly basis. The planned annual schedule for regular meetings shall be established ~~by the board of directors and published at the beginning of each~~ ~~at the regular~~ December Board meeting. ~~by the Board.~~ Upon approval, it shall be posted at a minimum of three public locations within the District and on the District website. The published regular meeting schedule may be amended by action of the Board. All regular meetings shall be noticed by posting of the meeting agenda pursuant to Article 7.

### **6.4 ADJOURNED MEETINGS**

A majority vote by the Board of Directors may adjourn any meeting at any time during the meeting to any time and place specified in the order of adjournment, except that if no quorum of Directors is present at any regular or

adjourned regular meeting, the remaining legislative body (Board members) may declare the meeting adjourned to a stated time and place. If no legislative body members are present, then the General Manager or Secretary may declare the meeting adjourned to a stated time and place. (Government Code 54955)

If the scheduled venue for any regular, adjourned regular, special or adjourned special meeting becomes unavailable the legislative body (board members) General Manager or Secretary may declare the meeting adjourned to a stated time and place. Such adjourned meeting must be held within five (5) days of the scheduled meeting.

**KEN: This is for your information only!** The “may” in this section should remain as is, as the board can request, but has no authority to demand a member of the public to identify themselves as a condition of speaking at a board meeting. So this remains (7.6) with no changes so do not incorporate this in the new draft. It will be mentioned in December by me as a request to change.

#### **7.6 MANNER OF ADDRESSING THE BOARD BY AN INDIVIDUAL**

A member of the public addressing the Board may give his or her name – in an audible tone of voice for the record. All remarks shall be addressed to the Board as body, not to any individual Director. No person, other than a Director, General Manager and the person having the floor, shall be permitted to enter into any general discussion without the permission of the President.