



Pliocene Ridge Community Services District BYLAWS

ARTICLE II BOARD MEETINGS CONTINUED

4. **All agenda items** must be received by the Secretary 10 days prior to the scheduled meeting date.
5. **All Board meetings are open to the public** except during executive session, consistent with the requirements of the "Brown Act." All Board actions shall be conducted in open meetings.
6. **Board meeting minutes will be available** on the district website and in the agenda packets. Copies of Board minutes are available at a cost equal to the expense of duplication plus postage. (Refer to Policy #2350).
7. **Notice of meetings** stating the time, place and agenda shall be provided to Board members and posted in accordance with the "Brown Act" requirements; including utilization of the district website.
8. **Special Meetings** may be called by the President, Secretary or any two Board members.
9. **Closed or Executive meetings** may be called by any Board member during the course of any regular or special meeting or for a future regular or special meetings as defined by the "Brown Act."
10. **Rules of Order** except as they conflict with the California Government Code shall be Rosenberg's Rules of Order and shall govern all questions of procedures not otherwise provided in this document.
11. **Quorum** shall be three Board members. If no quorum is present, the attending Board members shall adjourn the meeting to a time that a quorum is obtained.
12. **Notification of absence** shall be made to the Secretary and shall be the individual responsibility of each Board member.
13. **Board Voting** shall be verbal unless a written ballot is requested by one or more Board members. Ayes and nays shall be recorded upon the passage of all motions. The results of all votes shall be recorded in the meeting's minutes. The act of a majority of Board members present at the meeting at which a quorum is present shall constitute an act of the Board. However, if the government Code or state statute should set different requirements on the voting of any matter, the vote required by the code or statute shall prevail.
14. **Suspension of Rules.** To suspend a rule to change the order of business, a two-thirds vote of the members of the board shall be required.
15. **Public Comment.** The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote. Board members are prohibited from addressing any items not previously included on the agenda except to provide simple answers to basic questions. The Board may receive testimony and set the matter for a subsequent meeting.



Pliocene Ridge Community Services District BYLAWS

ARTICLE II Item 15 Public Comment Continued

No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under Public Comment.

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Chairperson of person's privilege to remain within the hearing, meeting, or workshop.

No oral presentation shall include charges or complaints against any District employee, **or director** regardless of whether the **employee person** is identified in the presentation by name or by another reference which tends to identify. All complaints shall be directed to the Board in writing.

New text ~~deleted text~~

Notes from Rae Bell: Possibly the board should consider a new section that specifically addresses complaints? Complaints are addressed in the employee handbook as well, but the bylaws are specifically referring to complaints at board meetings. It seems to me that the complaint procedure should apply to all attendees of board meetings (not just the public).

There are legal reasons why complaints against employees should not be aired in public, but there are also practical reasons why complaints in general should not be brought forward at board meetings: 1. The person with the complaint should not have to wait a month or more (depending upon the meeting schedule) to air their complaint and have it addressed. 2. The board can more thoroughly address the complaint if it is submitted in writing. 3. Nobody has to "think on their feet" or feel like they are being put on the spot.

Alternate revision to the one above. The last paragraph becomes #16 so that it is not confined to public comment only:

16. No oral presentation **by any person in attendance** shall include charges or complaints against any District employee, **or director** regardless of whether the **employee person** is identified in the presentation by name or by another reference which tends to identify. All complaints shall be directed to the Board in writing.