

BOARD MEETING STANDARDS	EFFECTIVE DATE
	10/30/2018

**4200.1 Brown Act Compliance**

The Legislature adopted the Brown Act, commonly referred to as California’s “Open Meetings Laws” in 1964. It is the policy of Del Puerto Health Care District and its Board of Directors that all meetings shall be conducted in accordance with the Ralph M. Brown Act, Government Code 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated.

- a. Meetings occur whenever the majority of the Members of the Board of Directors meets to discuss District business.
- b. All meetings of the Board of Directors shall comply with the Brown Act.
- c. “Member of the Board” includes newly elected and appointed officials prior to assuming office.
- d. Meetings through the use of intermediaries, serial communications, or emails are prohibited.
- e. The Board shall only take action during a properly noticed meeting.
- f. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

**4215.3 Standing Committees**

Standing Committees created by formal action of the Board shall comply with the Brown Act.

**4200.4 Location**

Meetings of the Board of Directors shall be held at the District’s Health Center located at 1700 Keystone Pacific Parkway, Patterson, CA 95363 except as otherwise set forth in Government Code Section 54954(b) or (e) and Section 54953(b)(3) or successor provision. District staff shall insure physical facilities for meetings are functional and appropriate.

**4200.5 Regular Meetings Date and Time**

The regular meetings of the Board shall be held on the last Monday of every month. Regular meetings of the Board shall be scheduled for 6:30 p.m. and shall begin at that time or as soon thereafter as a quorum is present.

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**4200.6 Special Meetings**

Additional special meetings, study sessions, or workshops can be called by the President of the Board as necessary to conduct business of the District. These meetings are subject to the Brown Act.

**4200.7 Emergency Meetings**

The provisions of the Ralph M. Brown Act applicable to emergency meetings shall be followed.

- a. Emergency meetings of the Board may be called by the Board President or by a majority of the Directors at a time and for the purpose(s) specified in the call of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities.
- b. An emergency situation is “a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body” or “a crippling disaster, mass, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting...may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.”

**4200.8 Quorum**

Section 32106 of the California Health and Safety Code provides that “A majority of the members of the board shall constitute a quorum for the transaction of business.” To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

**4200.9 Absences**

Members of the Board of Directors are expected to, and shall, attend all regular, special, and emergency meetings of the Board unless there is good cause for absence.

- a. Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at

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a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

- b. A Board Member who will be absent for good cause shall notify the President by email, telephone, or letter. The President shall notify the Administrative Director / CEO and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.
- c. A vacancy shall occur if a Board Member is absent, without good cause, from three (3) consecutive regular meetings, or any three (3) of five (5) consecutive regular, special, or emergency meetings except as otherwise provided for by law or as authorized by the Board.

**4200.10      Adjournment**

Regular and special meetings (including adjourned regular and adjourned special meetings) may be adjourned to a future date and time.

- a. If, after a meeting has been convened, the number of Directors present drops below the number required for a quorum, no further action may be taken except that less than a quorum of the Board shall adjourn the meeting to a future date and time or to the next regular meeting.
- b. If no Directors are present, the clerk of the Board shall adjourn the meeting to a future date and time and shall give notice of the adjournment in the same manner as for special meetings. The subsequent meeting is known as an “adjourned regular meeting” or “adjourned special meeting.” A notice of the adjournment, including the future date and time of the adjourned meeting, shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.
- c. If the future date of the adjourned meeting is within five (5) days of the original meeting, no new agenda need be posted (so long as the adjourned meeting is limited to the original agenda). If the date of the adjourned meeting is more than five (5) days from the original meeting, a new agenda must be prepared and posted.

**4200.11      Annual Activities**

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Certain Board activities are generally expected to occur at a standard time each year. Any of these items can be continued from the designated meeting to a future meeting upon vote of the Board.

- a. **Annual Meeting.** The annual organizational meeting of the Board shall be the Board's regular meeting in January or an earlier meeting, if called. At that meeting, annual officers shall be elected.
- b. **Annual Budget.** The Administrative Director/CEO should present the fiscal year (July 1 – June 30) budget no later than the June meeting.
- c. **State of the District Report.** The Administrative Director/CEO shall report on the state of the District in simultaneous to delivery of Audited Financial Statements.