

Ponderosa Community Services District

Effective date: August 2026

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POLICY

Revised 104

Approved by: Board of Directors

ADM - 104 Defining and Clarifying Board Actions

This policy applies to all board actions during regular, special, and emergency meetings.

1. Definition of Board Actions

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

- Adoption or rejection of regulations or policies;
- Adoption or rejections of a resolution;
- Adoption or rejection of an ordinance;
- Approval or rejection of any contract or expenditure;
- Approval or rejection of any proposal which commits District funds or facilities, including employment or dismissal of personnel;
- Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

2. Taking Action

Action only occurs with a vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken during a meeting with only a quorum present requires all three (3) votes to be effective.

3. Giving Directions

The Board may give directives and instructions to any/all staff that are not formal actions. These directions do not require formal procedural process.

Exception: A formal motion will place any disputed directive on a future agenda for Board consideration.

Note: Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda.