

Ponderosa Community Services District

Effective date: September 5, 2026

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POLICY

Revised 106

Approved by: Board of Directors

ADM-106 Running of Board Meetings

This policy applies to all board meetings.

1. The board president runs meetings.

Except when the President is unavailable, then the vice president or other designated director will run the meeting.

2. Meetings will begin at the time stated on the posted agenda.

Except when a quorum is not present, then the meeting will begin as soon as a quorum exists (within one hour of the state time) or the meeting will be adjourned to a later date.

3. Meetings will follow the posted agenda.

Except if there is a consensus agreement to alter the order of business to accommodate a guest presenter or to add urgent business items as allowed per the Brown Act.

4. Public commentators will have three minutes per person, per subject.

5. Willful disruptions will not be tolerated. The offending party will be asked to leave the meeting.