

Ponderosa Community Services District

Effective date: August 2026

POLICY

Revised 101

Approved by: Board of Directors

ADM - 101 Setting Board Meetings

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

1. Regular Board Meetings

Regular business meetings will be held monthly on a date as determined by the board.

Exception: When a quorum of directors cannot be physically present within the district, no meetings can be held.

2. Special Board Meetings

Special business meetings shall be held as deemed necessary for action items that cannot be postponed until an established regular meeting.

3. Emergency Board Meetings

An Emergency Board Meeting is held when a situation (disaster) poses an imminent threat to health and/or safety of the community, as determined by PCSD management personnel or a board member; and is not dependent on Federal, State, or County disaster declarations.

4. Closed Session Meetings

Closed session meetings are only held as allowed per the most updated version of the California Ralph M. Brown Act.

5. Location of Meetings

All Regular, Special, and Closed Session meetings take place in the District building.

Exception: When there is sufficient public attendance requiring more space, then the meeting will move outside of the building, possibly to another location within the District boundaries.

Exception 2: An emergency meeting is held wherever is practical as determined by circumstances of the moment.