

## **Lady Creek Water System's Board Meeting Policy**

This policy was originally approved by Board action in November of 2014. Subsequently it was brought up to date and approved by the LCWS Board at its May 17, 2021 meeting.

There are two authorized types of meetings. The first type is a regular Board Meeting which will generally be held each month on the third Monday of the month at a start time set by the Board President. This meeting can be in person or over Zoom or another meeting software if the Board determines a need to not meet in person.

The second type of meeting is a Special Purpose Meeting for actions which cannot wait for the next scheduled Board Meeting and are time-sensitive in nature or concern a limited scope topic(s). These meetings can also be in person or over Zoom or some other meeting software.

### **Regular Meetings**

Notice of regular meetings shall be given to the directors in the published agenda or, by e-mail and/or in person at any such regular meeting of the Board of Directors. The agenda will also be posted to the LCWS website. Such notice will be sent to directors at least five days in advance of the scheduled meeting. Regular meetings will be scheduled once every month. It is understood if that if there are a lack of time-critical items or there are a large number of members on vacation a meeting may be skipped until the following month.

A portion of a regular meeting may be held in Executive Session for the discussion of sensitive financial, contracting, personnel, or other issues. Only Board members will attend in Executive Session. Care must be taken not to conduct regular business in Executive Session.

### **Special Purpose Meetings**

Special Purpose Meetings may occur when Board action is required in an immediate time frame to prevent adverse consequences of delayed action to the LCWS or its projects. Special Purpose Meetings must only be used to meet that need. These meetings require 2 days advance notice to all directors by mail, telephone call, or e-mail.

Proof of notice of meetings will be retained by the Secretary of the Board.

### **Quorum Requirement**

No action may be approved by the LCWS Board without adequate notice and without a quorum of members being present. A majority of the members attended voting in the affirmative is required for approval of any agenda item.

The President of the LCWS shall chair the meetings unless they cannot attend.

### **Minutes**

Please refer to the LCWS Policy on Minutes which requires minutes be prepared and distributed for all meetings. The current policy is located on the LCWS website.