



RURAL NORTH VACAVILLE WATER DISTRICT

POLICY TITLE: Resolution Policy
POLICY NUMBER: 4126
ADOPTION: September 13, 2016
REVISIONS: None

The Board may exercise its authority through a resolution or a minute order (initiated by a motion.) The appropriateness of the procedure used depends on whether there are statutory provisions requiring a resolution and what effect the action is to have.

Resolutions:

A resolution is a legal action taken by the Board, such as setting fees. They are formal actions by the Board and are retained as part of the District's record. Resolutions generally constitute an expression of policy or opinion governing some particular item of business and often relate to the administrative business of the District.

Resolutions must be adopted in order to fix tax or assessment rates and set fees, and any other circumstance in which it is required by statute.

Resolutions are also the appropriate course of action whenever:

*A formal document reflecting the Board's action is necessary, e.g. when a document must be filed with another authority or agency or is likely to be required

*Amendments are made to bylaws

*Action (such as amending or repealing) needs to be taken on an existing resolution.

Examples of RNVWD resolutions include but are not limited to delinquencies placed on tax rolls, annexations and detachments, rate changes, taxes, or assessments are fixed or set, updating the sphere of influence, matters involving elections, bylaw updates.

Key resolutions are typically drafted in advance of the meeting in order to increase efficiency, ensure clarity, and facilitate discussion. When a resolution is initiated by a particular Officer (or Board member,) a draft will be given to the member who proposed it to ensure it accurately reflects his/her intent.

It is good practice to supply a copy of a proposed resolution for review by the President and/or other Board members prior to the meeting. Also, especially when there are legal issues or requirements involved, the resolutions should be reviewed or drafted by legal counsel.

When recording a resolution in the minutes, the exact wording of the resolution, the names of proposers and seconders, and the names of those voting in favor of or contrary to the resolution should be recorded.

Minute Orders:

Generally, when the Board takes less important actions, they may act by motion, which may be summarized in a minute order. Typically, the agenda materials will describe the action proposed to be taken. These actions are memorialized in the minutes. Once approved by the Board, the minutes become the official record of the meeting. Under the bylaws, the Secretary is responsible for ensuring that the official records of the District, including the minutes, are maintained.