



## **RURAL NORTH VACAVILLE WATER DISTRICT**

**POLICY TITLE:** Minutes of Board Meetings  
**POLICY NUMBER:** 4220  
**ADOPTION:** 8-14-18  
**REVISIONS:** 11.13.18

4220.1 Duty to keep minutes. The Clerk of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

4220.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the Agenda packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept on the District website and in the District's files.

4220.1.2 Draft Meeting Minutes will be sent to the General Manager by the Clerk within 7 days of all regular and special meetings of the Board. The General Manager will, within 7 days of receipt, review and edit the draft with the Clerk. The Draft Meeting Minutes will be posted in the Agenda packet.

4220.1.3 An audio tape recording of the regular and special meetings of the Board of Directors may be made by the Clerk for their use in preparing the minutes. Members of the public may inspect these recordings of Board meetings without charge on a playback machine that will be made available by the District. This recording will be destroyed after 30 days or after the Meeting Minutes are approved by the Board and posted on the website.

4220.1.4 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member.

4220.1.5 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.

4220.1.6 In addition to other information that the Board may deem to be of importance, the following information (as applicable) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;

- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators, if available;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Information as to each subject of the Board's deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Time of meeting adjournment