



RESOLUTION NO. 21- 02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A BROWN ACT COMPLIANCE POLICY

WHEREAS, the Los Olivos Community Services District (“District”) is a public agency and conducts regularly scheduled meetings of the Board of Directors; and

WHEREAS, the District is committed to openness and transparency regarding Board meetings and District business; and

WHEREAS, the Board of Directors of the District (“Board”) seek to establish its board meetings policy setting forth the authority and restrictions on the planning and execution of open and public Board meetings, in accordance with California law (Ralph M. Brown Act - California Government Code §54950 through §54926); and

WHEREAS, it is in the best interests of the District and its residents and landowners to set and maintain limits, restrictions, and procedures in the form of a Board meetings policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Los Olivos Community Services District, as follows:

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its Board meetings policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the board meetings policy shall be subject to California Government Code §54950 through §54926.
4. As of the effective date of this Resolution, the Board meetings policy shall be deemed controlling over, and shall otherwise supersede, any and all other Board meetings policies that may conflict with, or be contrary to, the hereby adopted Board meetings policy.

5. If any provision of this Resolution or the attached and incorporated Board meetings policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated board meetings policy shall remain unaffected.

6. This Resolution shall become effective upon the date of adoption as set forth herein.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a special meeting held on the 12th day of May 2021, by the following vote:

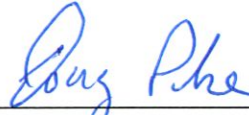
AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

ATTEST:



DOUG PIKE, Interim General Manager
LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: 
LISA PALMER, Board President

APPROVED AS TO FORM:

By:



G. ROSS TRINDLE, III, District Counsel

I, *Doug Phe*, Secretary of the Los Olivos Community Services District, Santa Barbara County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

EXHIBIT A

LOS OLIVOS COMMUNITY SERVICES DISTRICT

BROWN ACT COMPLIANCE POLICY

PURPOSE

The purpose of this policy is to provide uniform guidelines and procedures for Board meetings and agendas used for the operations of the District. These procedures and guidelines ensure the District is in compliance with the Ralph M. Brown Act (California Government Code §54950 through §54926).

I. POLICY

- A. Regular meetings of the Board of Directors shall be held on the day, time and place as approved by resolution of the Board. The date, time and place of regular Board meetings may be reconsidered by the Board at any regular board meeting.
 - a. Regular meeting agendas shall be posted at least 72 hours in advance of the meeting. If this is not done, the meeting must be treated as a special meeting, and all of the limitations and requirements for special meetings apply.
- B. Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.
 - a. All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them in as far in advance as possible but no later than at least 24 hours prior to the meeting.
 - b. Notification of special meetings shall be in accordance with California Government Code §54950 through §54926.
 - c. An agenda shall be prepared for Special Board meetings and shall be delivered with the notice of the special meeting to those specified above.
 - d. Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.
- C. Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

- a. Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.
 - b. No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.
- D. Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.
- E. Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in April. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year. Standing Committee assignments will typically be made by the President at a regular meeting in April, and no later than the Board's regular meeting in May.
- F. "Teleconferencing" may be used as a method for conducting meetings whereby members of the body may be counted towards a quorum and participate fully in the meeting from remote locations (California Government Code §54953).
- a. The following requirements apply (California Government Code §54953): the remote locations may be connected to the main meeting location by telephone, video or both; the notice and agenda of the meeting must identify the remote locations; the remote locations must be posted and accessible to the public; all votes must be by roll call; and the meeting must in all respects comply with the Brown Act, including participation by members of the public present in remote locations.

- G. Notice and Agenda. To ensure that the public's business is conducted openly, the District shall post agendas prior to its meetings (California Government Code §54954.2, §54955 and §54956) and no action or discussion may occur on items or subjects not listed on the posted agenda (§54954.2).
- a. The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.
- H. The Chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.
- I. The District shall recognize the public's right to videotape or broadcast a public meeting. However, the District may prohibit or limit recording of a meeting if it finds the recording cannot continue without noise, illumination, or obstruction of a view that constitutes, or would constitute, a disruption of the proceedings (California Government Code §54953.5).