

## RESOLUTION 2021-24

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL PART II: APPLICABLE TO BOARD OF DIRECTORS AND STAFF

**WHEREAS**, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

**WHEREAS**, pursuant to Water Code 21376 et. seq. and Beaumont-Cherry Valley Water District Policies and Procedures Manual Part II, Section 5, the Board of Directors "shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President, Secretary and Treasurer from among its members to serve during the coming calendar year;" and

**WHEREAS**, the Board of Directors has determined that it is in the best interests of the District and to establish equality of opportunity, that the officers of the Board shall be automatically appointed pursuant to an established rotation; and

**WHEREAS**, the Board of Directors has reviewed and considered the revisions and additions to the BCVWD Policy and Procedures Manual Part II attached as Exhibit A, finds the policies relevant and acceptable, deems it to be in the best interests of the District, and desires that the following actions be taken,

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Beaumont-Cherry Valley Water District as follows:

1. The BCVWD Policies and Procedures Manual, Part II Section 5 is replaced in entirety with Policy 4025 as attached hereto as Exhibit A.
2. The BCVWD Policies and Procedures Manual Part II Section 6C is hereby amended to read:
  - C. **Director Requests.** By contacting the General Manager, any Director may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
    - i. The request must be in writing and submitted to the Board President and General Manager together with supporting documents and information, if any, by noon at least six working days prior to the date of the next scheduled regular meeting.

ADOPTED this 8 day of December, 2021, by the following vote:

AYES: Slawson, Hoffman, Williams, Ramirez

NOES:

ABSTAIN:

ABSENT: Covington



Director Daniel Slawson, President of the  
Board of Directors of the  
Beaumont-Cherry Valley Water District

Attachment – Exhibit A

ATTEST:



Director Andy Ramirez, Secretary to the  
Board of Directors of the  
Beaumont-Cherry Valley Water District

**POLICY TITLE: BOARD MEETINGS**  
**POLICY NUMBER: 4025**

4025.1 **Regular Meetings.** Regular meetings of the Board of Directors shall be held on the second Wednesday and fourth Thursday of each calendar month at 6:00 p.m. in the meeting room at 560 Magnolia Avenue, Beaumont, California, 92223-2258. The date, time, and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

4025.2 **Special Meetings and Workshops.** Special Meetings and Workshops of the Board of Directors may be called by the Board President or by a majority of the Board.

1. All Directors shall be notified of a Special Board Meeting and/or Workshop and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

4025.3 **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 or their designee may declare the meeting adjourned to a stated time and place, and they shall cause a written notice of adjournment to be given to those specified in the paragraph above.

4025.4 **Annual Organizational Meeting.** The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. **At this meeting the Board will affirm the rotation of officers for the offices of president, vice president, secretary, and treasurer.**

1. Rotation of Officers.
  - a. The offices of president, vice president, secretary, and treasurer will rotate annually with the vice president succeeding the president, the secretary succeeding the vice president, and the treasurer succeeding the secretary.
  - b. **The Board member serving as president before the annual organizational meeting shall rotate out of that position and into the fifth position in the rotation among Board members.**
  - c. **The Board member serving as vice present before the annual meeting shall be appointed to the office of president.**
  - d. Any Board member who takes office as a new member of the Board, as opposed to taking office upon reelection, shall take the fifth position in the rotation among the Board members as of the annual organizational meeting. At the time of such an event, the other Board members shall then be rotated to one higher position in the rotation.
2. At each Annual Organizational Meeting, all newly elected or newly appointed Board members will be added to the rotation list above the outgoing president and below all reelected.
3. In the event that two or more Board members are elected in the same election, the newly elected Board members will be placed in the rotation list in the order of the highest number of votes received to the lowest number of votes received.
4. In the event that two or more Board members are appointed at the same time, the newly appointed Board members will be placed on the rotation list in the order determined by the outgoing Board president.
5. **To establish the rotation, an election will be held.**

6. If a Board member declines the automatic nomination for the next office in the rotation, a vote may be held to fill the office, or the rotation may move forward to fill the position with the declining Board member returning to the fifth position.
7. In the event the president, vice president, secretary, or treasurer does not complete their term in such office, the Board member next in line on the rotation list to assume that office will serve for the balance of the vacant term and the following term unless such officer desires to return to the end of the rotation list at the next Annual Organizational Meeting.
8. At any time prior to the appointment of officers during the Annual Organizational Meeting, the Board may determine by majority vote on a motion to waive or otherwise suspend the implementation of this section. In that event, an election for president, vice president, secretary, and treasurer will be held. Any such motion may also address what impact, if any, the suspension of the rotation procedure will have on the position of Board members in the rotation for future elections/appointments.

4025.5 **Recording Secretary.** A staff member recommended by the General Manager, or their designee, shall be appointed by the Board as the Board's Recording Secretary.

4025.6 **Agenda Order.** The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

4025.7 **Public Involvement.** The President and the General Manager, or their designee, 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.