



*Live Well. Health Matters.*

**POLICY TITLE:** BOARD MEETING ADJOURNMENT  
**POLICY NUMBER:** 2075

**COMMITTEE APPROVAL DATE:** 09/30/2019      **WRITTEN/REVISED BY:** T. BAKALY  
**BOARD APPROVAL DATE:** 11/20/2019      **SUPERSEDES:** 02/28/2018

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**POLICY:**

**2075** It is the policy of the Beach Cities Health District (“District”) to provide an opportunity to adjourn meetings of the Board of Directors in memory or in honor of someone.

**GUIDELINES:**

**2075.1** A meeting of the Board of Directors may be adjourned in memory of:

**2075.1.1** Member of the Board of Directors

**2075.1.2** District staff member

**2075.1.3** Former member of the Board of Directors

**2075.1.4** District volunteer

**2075.1.5** Close family member of Board of Director or staff, e.g., spouse, child, parent, sibling, grandparent

**2075.1.6** Members of the Beach Cities community with a relationship to the District

**2075.2** A meeting of the Board of Directors may be adjourned in honor of:

**2075.2.1** District volunteer celebrating a significant anniversary, e.g., 20<sup>th</sup> volunteer anniversary

**2075.2.2** District volunteer retiring from a significant tenure of service

**2075.2.3** Person who has made a significant achievement in health in the community

**2075.3** This request may be submitted by a Board member or the Chief Executive Officer. The request should be made to the Board President or Chief Executive Officer no later than 5:00 p.m. five (5) business days prior to the meeting date.

**2075.4** Upon approval by the President of the Board of Directors and the Chief Executive Officer, the memoriam or honor shall be added to the adjournment of the meeting agenda during the preparation of the agenda.

**2075.5** The District will create a certificate for the special adjournment and all board members will sign the certificate for the District to provide to the individual being recognized.

**EXCEPTIONS:**

**2075.6** The Chief Executive Officer is the only person authorized to make exceptions to this policy.