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POLICY TITLE: BOARD MEETINGS
POLICY NUMBER: 2080

COMMITTEE APPROVAL DATE: 09/30/2019 **WRITTEN/REVISED BY:** T. BAKALY
BOARD APPROVAL DATE: 11/20/2019 **SUPERSEDES:** 11/19/2014

POLICY:

2080 It is the policy of the Beach Cities Health District (“District”) Board of Directors to hold Regular meetings and Special meetings when necessary of the Board of Directors.

GUIDELINES:

2080.1 Regular meetings are held on the fourth Wednesday of each calendar month at 6:30 p.m. in the Beach Cities Room of the Beach Cities Health District, 514 North Prospect Avenue, Redondo Beach, CA 90277.

2080.2 Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

2080.2.1 All Directors, the Chief Executive Officer, and District Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

2080.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone and/or email during business hours as soon after the meeting is scheduled as practicable.

2080.2.3 An agenda shall be prepared and posted as specified for regular Board meetings in Policy 2070 and shall be delivered with the notice of the special meeting to those specified above.

2080.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

2080.3 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 2080.2.1, above. An emergency situation means either, (1) a work stoppage, crippling activity, or other activity that severely impairs public health or safety; or (2) a crippling disaster, mass



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destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril (a dire emergency), as determined by a majority of the members of the Board.

2080.3.1 Newspapers of general circulation in the District, radio stations and television stations that have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by telephone and/or email at least one hour prior to the emergency special meeting. In the event that telephone or email services are not functioning, the notice requirement of one hour is waived, but the Chief Executive Officer, or his/her 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.

2080.3.2 Actions taken during an emergency meeting shall be by roll call vote.

2080.3.3 No closed session may be held during an emergency special meeting, except the board may meet in closed session pursuant to Section 54957(a) if agreed to by a two-thirds vote of the members of the board present, or, if less than 2/3 present, by unanimous vote of the members present. All other rules governing special meetings shall be observed with the exception of the twenty-four (24)-hour notice. The minutes of the emergency special meeting, a list of persons the Chief Executive Officer 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 (10) days in the District office as soon after the meeting as possible.

2080.4 Adjourned Meetings (Continuing the Meeting). 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 in circumstances where the meeting must be continued, except that if no Directors are present at any regular or adjourned regular meeting, the Chief Executive Officer 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 2080.2.2 above.

2080.5 Adjournment of Meetings. Any Director may make a motion to adjourn the meeting when there is no further business. No second or vote is needed.

2080.6 The Chairperson and the Chief Executive Officer shall insure 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.