Chester Public Utility District

Manual of Policies

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

5060.10 The Clerk to the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.11 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

5060.12 The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.

5060.20 A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Clerk, General Manager or any Director when such request is approved by a majority of the whole Board.

5060.21 The Chairperson will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, so far as is possible.

5060.22 When deemed necessary by a majority vote of the Board all recordings, tapes, discs or other electronic data/information storage devices shall be kept in fire-resistant, locked cabinets or in a fire-proof, locked vault.

5060.30 Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.

5060.31 All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.

5060.40 The minutes of Board meetings shall be maintained as hereinafter outlined.

5060.41 Procedure:

5060.411 Date, place and type of each meeting;
5060.412 Directors present and absent by name;
5060.413 Call to order;

5060.414 Arrival of tardy Directors by name;

5060.415 Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;

5060.416 Adjournment of the meeting;

5060.417 Record of written notice of special meetings; and,

5060.418 Record of items to be considered at special meetings.

5060.42 Board Actions:

5060.421 Approval or amended approval of the minutes of preceding meetings;

5060.422 Complete information as to each subject of the Board's deliberation;

5060.423 Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;

5060.424 All Board resolutions and ordinances in complete context, numbered serially for each fiscal year;

5060.425 A record of all contract entered into;

5060.426 All employments and resignations or terminations of employment within the District;

5060.427 A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;

5060.428 Adoption of the annual budget;

5060.429 A record of all important correspondence;

5060.430 A record of the General Manager's report to the Board;

5060.431 Approval of all policies and Board-adopted regulations; and,

5060.432 A record of all visitors and delegations appearing before the Board.