

# Staff Report

for the Board of Directors' Meeting of January 22, 2020

**TO:** Board of Directors

**FROM:** Remleh Scherzinger, MBA, SDA, P.E., General Manager

**DATE:** January 14, 2020

**SUBJECT: Updates to District Policy 5030 - Board Meeting Conduct (Consent)**

***ADMINISTRATION***

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**RECOMMENDATION:**

Adopt Resolution 2020-03 - Updates to District Policy 5030 - Board Meeting Conduct, as recommended by the Administrative Practices Committee on January 7, 2020.

**BACKGROUND:**

In an effort to address the expanding use of electronics in our communications and to provide transparency to the public, we must update our existing policy to consider how the Board will use such devices during its meetings.

District Policy 5030 - Board Meeting Conduct currently states that disruption of any of the meetings of the Board of Directors shall not be permitted. It does not define the use of personal electronic devices, such as cell phones, tablets or other electronic devices. The proposed update to the policy will include the use of personal devices as grounds for disruption of meetings.

This modification also addresses transparency as it ensures that all actions taken by the Board and the supporting communications are open to the public for their review. This further ensures compliance with the Brown Act and its intent.

This item is in alignment with Goal Number 1 of the District's Strategic Plan, by reducing meeting disruptions and promoting efficiency.

**BUDGETARY IMPACT:** None

RS/kst

Attachment(s): 1

- Resolution No. 2020-03 - Updating District Policy 5030 - Board Meeting Conduct
- Red-lined District Policy 5030 - Board Meeting Conduct



**RESOLUTION NO. 2020-03**

**OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT**

**UPDATING ADMINISTRATIVE POLICIES –  
Board Meeting Conduct**

**WHEREAS**, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, effort is being made to address the expanding use of electronics in communications and to provide transparency to the public; and

**WHEREAS**, updates to the existing policy address how the Board will use such devices during its meetings; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby adopts the following policies as attached, and shall be incorporated herein:

#5030 – Board Meeting Conduct

**BE IT FURTHER RESOLVED**, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

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**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 22nd day of January 2020, by the following vote:

**AYES:** Directors:  
**NOES:** Directors:  
**ABSENT:** Directors:  
**ABSTAINS:** Directors:

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Board Meeting Conduct  
**POLICY NUMBER:** 5030

- 5030.1** Meetings of the Board of Directors shall be chaired by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol. In the absence of the President, the Vice President shall chair the meeting. In the absence of the President and Vice President, the remaining members of the Board shall select one of their members to chair the meeting.
- 5030.2** All Board meetings shall commence at the time stated on the agenda.
- 5030.3** The conduct of meetings shall, to the fullest possible extent, enable Directors to:
- 5030.3.1** Consider problems to be solved, weigh evidence related thereto, and make informed decisions intended to solve the problems; and,
  - 5030.3.2** Receive, consider and take any required action in response to reports of District operations.
- 5030.4** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any agenda item or non-agendized matter that lies within the jurisdiction of the Board of Directors, shall, subject to modification as may be determined to be necessary by the chairperson, be as follows:
- 5030.4.1** Three minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
  - 5030.4.2** No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- 5030.5** Disruption of any of the meetings of the Board of Directors shall not be permitted. **Disruptive conduct includes the use of personal electronic devices, such as cell phones, tablets or other electronic devices.** If the chairperson determines that disruption of any meeting of the Board is occurring, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.
- 5030.5.1** After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.
  - 5030.5.2** Duly accredited representatives of the news media shall be permitted to remain in the meeting provided they did not participate in the disruptive activity.

Adopted: October 13, 2010 via Resolution No. 2010-56  
Revised: January 22, 2020 via Resolution No. 2020-03