SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-A**

FROM: Steve Mack, General Manager

Meeting Date: January 7, 2010

SUBJECT: ORDINANCE 42, BOARD ELECTIONS

RECOMMENDED ACTION: Introduce, by reading of title only, Ordinance 42 which changes Board Officer election meeting to January in years in which there are newly elected directors seated after the December Board meeting.

FISCAL IMPACT: none

DISCUSSION:

Last year (December 2008) the officer elections, which District policy states is to be held in December, was postponed until the January 2009 meeting so that the new director, Jim Quigley, could participate in the Board elections. The new director is seated after the first Friday of December. Since our meetings are on the first Thursday of the month, in most election years that means the District meeting will happen prior to the new director being seated and we will have a repeat of what happened last year. Ordinance 42 changes the annual organizational meeting to January in years where this situation arises. In years where it does not, elections will still be held at the December meeting.

ORDINANCE NO. 42

AN ORDINANCE OF SWEETWATER SPRINGS WATER DISTRICT REVISING BOARD OFFICER ELECTIONS

WHEREAS, the current policy for election of Board officers has the election occurring at the annual organization meeting in December of each year; and

WHEREAS, in years in which new directors are elected to the Board of Directors, those new directors are not seated until after the December Board meeting, thus depriving them the opportunity to vote on Board officers or be considered for one of the officer positions; and

WHEREAS, in the past when this situation has arisen, the Board has postponed officer elections until the January meeting; and

WHEREAS, the Board desires to make this practice codified into a District policy.

NOW THEREFORE BE IT ORDAINED by the Board of Directors of the Sweetwater Springs Water District, County of Sonoma, as follows:

Section 1. Section 4050.10 of the District's Policies and Procedures is changed as follows:

4050.10 The officers of the District shall be appointed by the Board of Directors at the annual organizational meeting, as described in Section 5000.50, unless a particular office becomes vacant by action of the Board or operation of law, in which case, the Board may appoint a replacement officer at such time as the Board may choose. All officers appointed by the Board shall serve at the pleasure of the Board. The officers and duties will be as follows:

> 4050.11 <u>President</u>: The President of the Board shall preside over all meetings. The President shall be allowed to make and second motions and vote on all matters before the Board. The President will sign all official documents of the District and when unavailable to do so, the Vice President shall have that authority. In addition, the President will have the authority to create committees to carry out the business of the district.
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> 4050.12 V<u>ice President</u>: The Vice President will perform the duties of the President when she/he is unavailable to carry out his/her obligations.
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> 4050.13 F<u>inancial Coordinator</u>: The Financial Coordinator shall be responsible for reviewing all warrant registers prior to Board meetings, and shall act as a co-signee on district checking accounts which will be established and require two signatures for any money withdrawn from

said accounts. The Financial Coordinator shall function as the liaison between the Board and the General Manager with regard to financial matters before the Board.

Section 2. **Section 4050.15 of the District's Policies and Procedures is changed to read as follows:**

4050.15 Clerk of the Board (Secretary) and Auditor: The General Manager shall function as the Clerk of the Board (Secretary)with regard to signing documents on behalf of the District. The General Manager may appoint such assistant(s) as may be necessary or convenient to carry out these functions. The Board of Directors shall retain an independent auditor to conduct an annual review of district books, records and financial affairs.

Section 3. **Section 5000.50 of the District's Policies and Procedures is changed as follows:**

5000.50 Annual Organizational Meeting: The Board of Directors shall hold an annual organizational meeting at its regular meeting in December, except in years when new Directors are elected to the Board at the November regular election and seated after the regular December meeting. In those years, the annual organizational meeting will be held at the regular January meeting. At this annual meeting, the Board will select and appoint officers, as described in sections 4050.11 through 4050.13, from among its members to serve during the coming calendar year.

Section 4. Effective Date. This ordinance shall become effective thirty (30) days after the date of its adoption by the Board of Directors.

This Ordinance was introduced this 7th day of January, 2010, on roll call by the following vote:

Jim Quigley _____
Gaylord Schaap: _____
Victoria Wikle: _____
Wanda Smith: _____
Sukey Robb-Wilder:_____

_____
Jim Quigley
President of the Board

ATTEST:

_____
Julie A. Kenny
Clerk of the Board