

ORDINANCE NO. 4/2011

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE ORANGE COUNTY VECTOR CONTROL DISTRICT AMENDING THE OPERATIONS CODE TO PROVIDE FOR PROCEDURES FOR COMMITTEE MEETINGS

WHEREAS, the Board of Trustees usually meets once per month; and

WHEREAS, the Board of Trustees establishes committees to study certain subjects and report to the full Board; and

WHEREAS, in 2009, the Board of Trustees established procedures for committee meetings by Resolution No. 346; and

WHEREAS, the Board of Trustees does hereby desire to codify those procedures into the District's Operations Code;

NOW, THEREFORE, the Board of Trustees of the Orange County Vector Control District does hereby ORDAIN as follows:

Section 1. That Section 3.02.155 is hereby added to the Orange County Vector Control District Operations Code to read as follows:

"3.02.155. Committees. The Board shall establish standing and ad hoc advisory committees as it determines necessary. The following rules shall guide the committees:

- a) Committee Recommendations. Since a committee does not represent the full Board, it is the policy of the Board that no substantial staff work be performed on a committee business matter unless a majority of the Board has approved the task. In the event the District Manager makes a determination that substantial staff work is required, the committee may appeal that determination to the President, who shall have the authority to approve the plan of work subject to approval of the full Board at the next regularly scheduled Board meeting. Each committee is requested to present an outline of any research or other projects it recommends the District undertake. Each such recommendation shall include an estimated amount of manpower hours and resources that might be appropriate to undertake the project. Such project shall be brought to the full Board's attention and Board approval obtained before any substantial work is performed on such project.
- b) Committee Staff Interaction. Committee Members and Trustees in general should feel free to contact staff in coordination with the District Manager for answers to questions that do not involve significant research projects. For answers that involve significant research or resources, full Board approval should be obtained.

- c) Committee Agenda and Minutes. Each committee shall have the ability to request that minutes record actions taken and items to be considered at subsequent meetings. A secretary can, therefore, be appointed for each committee meeting, which may be a Committee Member or a staff person. At the conclusion of each committee meeting, the person designated as secretary for the meeting shall summarize the actions taken and the actions to be placed on the next agenda. If any committee member disagrees with the minutes, the Committee, by majority vote of the persons attending, can correct the minutes. The Committee chair shall accurately report those minutes to the full Board when appropriate. Minutes shall be action minutes, not verbatim minutes.
- d) The Brown Act and Emails. The Brown Act does not permit discussions to take place outside of meetings among a majority of the Board, or a majority of any committee, unless the subject is limited to scheduling. This prohibition includes electronic discussions via email. As a result, no Board member should use "Reply All" to respond to any email discussing District business which is directed to more than a majority of the Board, and no Committee Member should use "Reply All" to respond to any email discussing committee business which is directed to more than a majority of the committee."

Section 2. That the District Clerk shall publish or post this ordinance or a summary thereof as required by law.


Section 3. That this Ordinance shall be effective thirty (30) days thereafter.

PASSED and ADOPTED this 19th day of May, 2011.

APPROVED AS TO FORM:


 Alan R. Burns, District Counsel


 Cheryl Brothers, President


 Doug Bailey, Secretary