

Scotts Valley Fire Protection District	
POLICY: 2100 DATE APPROVED: 9/10/2025 BOARD PRESIDENT: 	SUBJECT: Policy For Conducting Board Meetings FIRE CHIEF: 

Policy 2100: Policy For Conducting Board Meetings

Regular Meetings

The regular meetings of the Board of Directors will be on the second Wednesday of the month at 7:00 P.M. at Scotts Valley City Hall.

Seating of New Directors and Election of Officers

1. The term of office of newly elected directors shall begin at 12:00 A.M. the first Friday of December following their election. Newly elected directors shall be sworn in as the first order of business during the regular December meeting of the Board. In the event that current officers are not present to conduct the December meeting, the meeting will temporarily be conducted by the most senior sitting member of the Board.
2. As the last order of business at the December meeting, the current or temporary President shall preside over the election of Board Officers. The Board shall select one of its members as President and one of its members as Vice President. The Fire Chief shall be the Secretary to the Board.

Selection of Board President

- a. Should a director desire to serve as an officer he/she has the responsibility to express such a desire to the rest of the Board
 - b. It is desirable that directors take turns as Board President
 - c. An officer may be removed from an officer's position by a 2/3 vote of the Board
1. The newly elected Board President and Vice President shall assume their positions on January 1st. The Vice President shall preside over meetings in the absence of the elected Board President. Board officers shall serve a term of one year. In the event the Board President and Vice President are not in attendance, the senior member in attendance will preside at the meeting.
 2. The Board President shall appoint standing and ad hoc committees as established in Policy 2101.
 - a. Meetings of standing and ad hoc committees shall comply with any and all notice and posting requirements which may be required for such committees by the Ralph M. Brown Act
 - b. Committees shall act on behalf of the board as a whole, shall make regular reports and inform the board, make recommendations and receive direction from the Board.

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Rules of Procedure and Conduct for Meetings:

1. Meetings of the Board as well as meetings of those committees appointed by the Board, shall be conducted in accordance with those sections and parts of the Ralph M. Brown Act and the Fire Protection District Act within the California Health and Safety code 13800 et. seq. which might apply.

2. The agenda of all regular board meetings shall contain an opportunity for the public to make comments to the Board on any items of interest or concern EXCEPT on matters concerning complaints or charges against any District Employee. Complaints against any District Employee shall be handled in accordance with Policy 903 (Complaints) or Policy 902 (Grievance Procedure).

3. The Board will normally allow a limited amount of time for any member of the public to make oral comments relative to specific items agendize for action prior to such action being taken.

4. Meetings of the Board shall be conducted by the Board President in a manner consistent with the adopted rules. In the event an issue, point of order, or question arises which is not covered within the scope of rules adopted by the Board, not covered by the Brown Act or not covered within the Fire Protection District Act, the Board President shall rule on the point of order, issue or question.

5. Questions pertaining to a director's right to vote on items because of the potential of Conflict of Interest shall be decided as follows:

- a. Director disqualifies himself/herself
- b. The Board President disqualifies the director from voting

6. Should any director be disqualified from voting or be overruled on a point of order by the President, he/she may move to appeal the ruling to the full board. The Board President has the right to vote on the appeal and a majority vote of the board overrules the Board President. A tie vote sustains the ruling of the President. In either case, the minutes shall reflect why a director was disqualified to vote.

7. There must be a quorum of 3 members present to conduct business.

8. A majority vote means 3 affirmative votes.

9. A 2/3 vote means 4 affirmative votes.

10. A unanimous vote means 5 affirmative votes.

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Remote Participation for Meetings:

1. AB 2449 (2022), allows members of Brown Act bodies to participate remotely in two situations:

- For “just cause,” defined as the need to provide care to a child or close relation, having a contagious illness, needs related to a physical or mental disability, or being on official travel for the agency; or
- “Emergency circumstances,” which include physical or family emergencies that prevent a member from attending.

The right to appear remotely in these circumstances is not unlimited.

2. AB 2302, which took effect on January 1, 2025, limits the allowed number of remote appearances for members of Brown Act bodies to two (2) times per year for situations included above by AB 2449.

Board Meeting Conduct

1. Any action taken by the Board shall be initiated by a motion, introduction of a resolution or introduction of an ordinance.

- a. The Board President shall be allowed to make motions
2. The recording secretary shall document the names of those who make motions and second motions in the minutes.
 3. Once the President calls for remarks on a motion, the maker of the motion is entitled to speak first. Speakers shall be recognized by the President before making their remarks.
 4. Secondary motions pertaining to the main motion may be introduced before the main motion is voted. The last motion stated shall be the first pending motion and the main motion shall be voted upon last.
 5. A motion to amend must have the approval of the person making the original motion or a majority vote of the board.
 6. An amendment to a motion may only be made once.
 7. To be deemed an official action of the board, all action items must receive a majority vote of the elected number of directors serving on the board. **EXCEPTIONS.** Motions requiring a 2/3 vote (super-majority) to pass:
 - a. Motion to adopt or amend any policy
 - b. Motion to suspend or amend any rule
 - c. Motion to reconsider a previously considered motion

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8. Motions requiring a unanimous vote to pass:

- a. Motion to discontinue or transfer funds designated as Capital Outlay reserves

9. Motions to Reconsider: Except in the case of specific agenda items requiring a noticed public hearing, the board may reconsider any vote taken at the same session to correct an inadvertent error or consider new information not available at the time of vote. A motion to reconsider must receive a majority vote prior to a motion being reconsidered.

10. The Board may rescind, repeal or annul actions taken at previous meetings by:

- a. Passing a motion to place the item on a future agenda
- b. Passing the motion to rescind, repeal or annul with the appropriate number of votes

11. The recording secretary shall record votes by name on each motion. If the vote is unanimous, the secretary will document the vote as being unanimous.