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BY-LAWS

**HEATHER GLEN COMMUNITY SERVICES DISTRICT
COUNTY OF PLACER, STATE OF CALIFORNIA**

REVISED – SEPTEMBER 22, 2022

WHEREAS, this Board of Directors desires to update its BY-LAWS which pertain to the Directors and other Officers of the District, and

WHEREAS, the present and future need is to give strict adherence to workable By-Laws by being more definitive to the rules and regulations established by California Government Code Section 61000 et. seq. (Title 6, Division 3, Community Services Districts).

ARTICLE I. OFFICERS

Section 1. It shall be the duty of the President to preside at all meetings and to see that the action of the Board, relating to the administration of the District, is properly executed. The President shall conduct the meetings in accordance with "Robert's Rules of Order, Revised" and explicitly modified by these By-Laws. The President shall execute the following "Order of Business" after having provided the other Board members with a written agenda, as follows:

- (1) Reading the minutes of the previous meeting (and their approval)
- (2) Treasurer's Report
- (3) Reports of Board and Standing Committees
- (4) Special Reports
- (5) Correspondence
- (6) Unfinished Business
- (7) New Business

Section 2. Term of Office. The President and Vice-President shall be elected within 45 days after each general district or unopposed election by the Board of Directors. President and Vice-President shall hold office for two years, provided there is no general district or unopposed election. The same may be re-elected or replaced by a majority vote of the Board of Directors at a meeting to be held on the Board Meeting nearest to an anniversary of the original Election.

PRESIDENT PRO TEMPORE

Section 3. In the event of the absence of the President from any meeting of the Board of Directors, the Vice-President shall conduct the meeting. If they are both absent, one of the other Directors shall preside.

SECRETARY

Section 4. The Secretary shall take the minutes of all regular and special meetings, and except where action is by unanimous vote, record all ayes and noes on all ordinances and resolutions, take care of all correspondence relating to the District, receive all payments for water services. Each amount received shall be entered in a Accounts Receivable Summary report, and then transferred to the Treasurer for posting and deposit. The Secretary shall keep all files in order, giving special consideration to all Resolutions, Ordinances, etc. by keeping them in a separate, permanent file for future reference. The Secretary shall deliver the Water Analysis Reports to Placer County Health Department when received from the Laboratory, give current attention to outgoing and incoming mail, and keep a register and mailing list of all residents and lot owners in the District.

TREASURER

Section 5. Pursuant to Government Code Section 61053, the District has established a district treasurer ("Treasurer"). All moneys payable to the district shall be paid to the order of the District and deposited with the Placer County Treasurer at least twice a month. Upon board approval, Treasurer shall issue warrants to the Placer County Treasurer to pay all current bills, and mail all checks received from the County. The Treasurer shall give a report at quarterly Board Meetings, keep an up-to-date set of books including accounts receivable and payable, compute monthly water and service billing after meter readings are received, and mail same to residents, with notification of the place and time each regular meeting is to be held, and be in charge of petty cash items and prepare a yearly budget. The Treasurer shall co-operate with the State of California by supplying the reports required by law, with regard to the Financial Transactions of Special Districts.

ARTICLE II. MEETINGS – REGULAR AND SPECIAL

Section 1. The Board of Directors shall meet at least once every three months at a designated place and time. If, at any time, any regular meeting falls on a holiday, such regular meeting shall be held on the next business day.

Section 2. The Board of Directors, by a majority vote of the members present, may, in the event there is no business to be conducted at the next meeting, cancel the next regular meeting by a motion, which action shall included the date, time, and place at the next regular meeting. CAC-54955

Section 3. The Board may, by vote of the majority of the members present, adjourn any meeting to a time and place specified in the Motion to Adjourn.

Section 4. Informative meetings of the Board may be called by the President at any time and these meetings are open to the resident electors.

Section 5. The Directors may hold closed session meetings subject to the Brown Act, namely Government Code Section 54957.

Section 6. Special meetings may be set subject to the Brown Act, Government Code Section 61229.

Section 7. All business matters shall be posted at least 72 hours prior to each regular business meeting pursuant to the Brown Act, Government Code Section 54954.2. If any resident electors wish to add business items to the Agenda, they must notify the President in writing at least 5 business days in advance of the meeting.

Section 8. A majority of the Board shall constitute a quorum for the transaction of business. Government Code Section 61045.

Section 9. Any vacancy of the Board of Directors shall be filled in accordance with Government Code Sections 1780 and 61042(c).

ARTICLE III. PUBLIC ELECTIONS

Section 1. Public Election of Board Members shall be held on the first Thursday in Novembers after the first Monday of an even-numbered year. The Board of Directors consists of five (5) members with each one serving a term of office for a four (4) year period. A General Election shall be held with two (2) members being elected one time and three (3) members at the alternate election. Government Code Section 61042.

The HEATHER GLEN COMMUNITY SERVICES DISTRICT was formed under provisions of the California Government Code Title 6, Division 3, "Community Services District", in June of 1963 by petition to the Placer County Board of Supervisors, to call an election and to elect a Board of Directors as provided for in Government Code Sections 61000 et. seq.

The Powers of the Board of Directors are specified throughout Government Code Section 61000 et. seq. including Sections 61060, 61100, 61103, 61115 and 61131 as the right and responsibility to acquire and manage property, incur indebtedness, fix taxation, make contracts, hire employees, do construction work, fix rates and collect charges for services all as prescribed in Sections of State Government Code.

The District provides the following services:

1. Supplies water for Domestic and other purposes.
2. Collects and treats Sewage.
3. Provides for Fire Protection (Fire Hydrants).
4. Maintains streets
5. Constructs and maintains Public Works.