



HEATHER GLEN COMMUNITY SERVICES DISTRICT

POLICY TITLE: **Board Meetings**

POLICY NUMBER: **4200**

ADOPTED BY BOARD OF DIRECTORS: **12/22/25**

4200.1 Purpose This policy establishes the rules, procedures, and legal requirements for conducting Board meetings of the Heather Glen Community Services District (“District”). The purpose is to ensure full compliance with the Ralph M. Brown Act, including amendments under SB 707 (effective January 1, 2026), while promoting transparency, orderly governance, and effective public participation. In the event of any conflict between this policy, the District’s bylaws, or applicable law, the District’s bylaws and applicable law shall control.

4200.2 Types of Meetings

4200.2.1 Regular Meetings Regular meetings are held at dates, times, and locations established by the Board.

Notice Requirement: Regular meeting agendas must be posted at least **72 hours** in advance.

4200.2.1.1 Regular Board Meeting Schedule The regular meetings of the Heather Glen Community Services District Board of Directors shall be held quarterly, typically on:

- The last Thursday of March
- The last Thursday of June
- The last Thursday of September
- The first Thursday of December

This quarterly meeting schedule reflects the **minimum meeting frequency required by the District’s bylaws**. The Board may hold additional regular or special meetings as necessary, provided all Brown Act notice requirements are satisfied.

The Board may adopt an annual meeting schedule for planning purposes. Adoption of a schedule does not preclude modification of individual meeting dates or locations when necessary, provided all changes are properly noticed in compliance with the Brown Act.

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The Board may, by formal action at a noticed meeting, revise the regular meeting schedule as permitted under the District's adopted bylaws.

The date, time, and location of the next regular meeting shall be clearly printed on the official meeting agenda and posted consistent with the Brown Act's notice requirements.

4200.2.2 Special Meetings Special meetings may be called by the Board President or a majority of the Board at any time, consistent with Gov. Code § 54956.

Notice Requirement: Special meeting agendas must be posted at least **24 hours** in advance.

4200.2.3 Emergency Meetings Emergency meetings are permitted only under legally defined emergency conditions in Gov. Code § 54956.5.

The District shall follow all statutory requirements for timing, notice, and reporting for emergency meetings.

Minutes of emergency meetings must be provided to local media as required.

4200.2.4 Adjourned or Continued Meetings Meetings may be continued to a stated future date, and continued meetings retain the original meeting's agenda posting requirements.

4200.3 Brown Act Compliance

The Board and staff shall comply with all requirements of the Ralph M. Brown Act, including but not limited to:

- Open and public meetings
- Proper agenda posting
- No action on items not properly agendized
- Public participation rights
- Prohibition on serial meetings
- Statutory requirements for closed sessions
- Posting to the District's website (required under SB 707)

Board members shall avoid:

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- Serial meetings (Gov. Code § 54952.2)
- Use of intermediaries to communicate among a majority of the Board
- Participation in any decision or discussion—by email, text, social media, or other means—that involves District business outside a noticed meeting, except as allowed by law

Violations of the Brown Act may result in legal consequences, invalidate actions, and expose the District to liability.

4200.4 Board Actions and Decisions

4200.4.1 Quorum A majority of the full Board (three members) constitutes a quorum.

4200.4.2 Voting Actions require a majority vote of the quorum unless otherwise required.

Roll-call voting is encouraged, particularly for teleconferenced meetings.

4200.4.3 Types of Board Actions

Actions may include:

- Motion and vote
- Resolution adoption
- Ordinance adoption (rare for CSDs)
- Direction to District personnel
- Acceptance of reports or contracts

4200.4.4 No Action on Non-Agendized Items

The Board may not discuss or act on items not appearing on the posted agenda except:

- Emergencies
- Need for immediate action (2/3 vote)
- Items continued from a prior meeting

4200.5 Board Meeting Agenda

4200.5.1 Agenda Preparation District Personnel may prepare agendas under the

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direction of the Board President.

Nothing in this section limits the authority of the full Board to place items on the agenda in accordance with the Brown Act.

4200.5.2 Adding Agenda Items

Directors may request an agenda item by:

- Announcing at a meeting during a designated section (i.e., “Approval of Agenda” or “Future Agenda Items & Next Meeting”)
- Submitting a written request to the President and District personnel

4200.5.3 Agenda Content

Agendas shall include:

- Meeting date, time, and location
- Teleconference access (if applicable)
- Closed session descriptions using statutory wording
- Public comment instructions
- A brief description of each item (20-word guideline)
- Identification of action vs. discussion items
- Consent calendar (optional)

4200.5.4 Agenda Posting

Required postings:

- Physical posting location accessible 24 hours/day
- District website (SB 707 requirement)
- Teleconference locations (traditional model only)

4200.6 Rules of Order for Board Meetings

The Board generally follows **Robert’s Rules of Order** as guidance.

The Board President presides over meetings and:

- Maintains order and decorum

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- Recognizes speakers
- Enforces time limits
- Ensures fair participation

The Board may suspend or modify the rules by majority vote.

4200.7 Board Meeting Conduct

Directors shall:

- Treat the public, each other, and District personnel with respect
- Speak one at a time
- Address comments to the Board President ('Presiding Officer' or 'Chair')
- Avoid interruptions
- Disclose conflicts when appropriate

The Board President may call recesses to restore decorum.

4200.8 Public Comment

4200.8.1 Public Comment Protocol (Brown Act compliant)

Public comment shall be accepted as follows:

- **Non-Agenda Items:** A general comment period shall be provided at a designated time near the beginning of each regular meeting. Comments must relate to District business. The Board may not discuss or take action on matters not listed on the agenda.
 - Directors may only:
 - Briefly respond
 - Ask clarifying questions
 - Refer the item to District personnel
 - Request it be placed on a future agenda
- **Agenda Items:** Public comments shall be allowed before or during the discussion of each agenda item. The Presiding Officer will decide when to call for comments.
- **Board Response:** Directors may briefly respond to comments, request clarification, or ask staff to follow up. The Board may place suggested topics on a



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future agenda but may not discuss or take action on non-agendized matters.

4200.8.2 Time Limits The Board President may set reasonable time limits (e.g., 3 minutes per speaker, 20 minutes per subject) to ensure orderly and efficient meetings.

4200.8.3 Committee-Reviewed Items (SB 707) Even if a committee has previously heard an item, the Board must accept public comment on certain topics, including:

- Budget decisions
- Taxes and assessments
- Election-related matters
- Privacy or surveillance technology

4200.8.4 Public Conduct at Meetings The Board welcomes public participation and aims to maintain a safe, respectful environment.

The following conduct is **prohibited**:

- Interrupting speakers or Board members
- Using profanity or engaging in personal attacks
- Carrying signs that block views or cause disruption
- Refusing to follow instructions from the Presiding Officer
- Disorderly behavior that disrupts or impedes the meeting

4200.8.4.1 Security and Removal Reasonable security rules may be adopted consistent with the Brown Act.

If a person willfully disrupts the meeting and does not cease after a warning, the Presiding Officer may order their removal pursuant to Gov. Code § 54957.9.

4200.9 Recording and Public Access

4200.9.1 Public's Right to Record Any person may record the meeting using audio or video devices unless the recording disrupts the meeting.

4200.9.2 District Recordings

District recordings:



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- May be made at the District's discretion
- Are public records
- Do not replace the official minutes

4200.10 Teleconferencing The District may choose methods on a **meeting-by-meeting** basis:

4200.10.1 Traditional Teleconferencing (Default Method)

When using the traditional Brown Act model:

1. Teleconference locations must be listed on the agenda.
2. Each location must be open and accessible to the public.
3. A quorum must be physically within District boundaries.
4. Public comment must be allowed at each teleconference location.

This is the simplest and most common method.

4200.10.2 SB 707 Alternative Teleconferencing Method

If the District elects to use the alternative model:

1. The District must provide **two-way telephonic or AV access**.
2. A **live webcast** must allow the public to see and hear proceedings.
3. Public comment must be accepted digitally.
4. **Remote participation** must be documented in the minutes.
5. If remote access fails, the Board shall temporarily recess to attempt restoration.

This method is optional and may be used only as needed.

4200.10.3 Additional Teleconference Meeting Options

4200.10.3.1 Voluntary Hybrid Meetings The District may, but is **not required** to, offer remote participation (Zoom, phone-in).

If offered:

- It is a courtesy, not a legal obligation



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- The Board **may continue the meeting** if remote access fails
- Hybrid access does not trigger “eligible legislative body” status under SB 707

4200.10.3.2 Teleconference for "Just Cause" or "Emergency Circumstances" (AB 2449 / SB 110 / SB 143 Regulations)

The District may utilize the alternative teleconference procedures under Gov. Code § 54953(f), which allow:

- Individual directors to participate remotely **without posting their remote location**, under specific circumstances.
- Public participation via remote means during the meeting.

The District may adopt a separate procedure for invoking AB 2449 authority. Requirements include:

- On the record disclosure of the reason for remote participation.
- Majority approval of the Board.
- Real-time two-way audiovisual presence.
- Limits on frequency of use per director.

The Board shall follow all current state requirements for teleconferencing, and this policy shall be updated to reflect any changes in law.

4200.11 Closed Session Requirements

4200.11.1 Permitted Closed Session Topics

The Board may meet in Closed Session only for purposes expressly authorized in the **Brown Act**, including:

- Litigation (Gov. Code § 54956.9)
- Real property negotiations (Gov. Code § 54956.8)
- Public employee appointments/employment/evaluation/discipline (Gov. Code § 54957)
- Labor negotiations (Gov. Code § 54957.6)
- Threat to public services/facilities (Gov. Code § 54957)
- Public security (Gov. Code § 54957)



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4200.11.2 Agenda Descriptions Closed session agenda language must use the exact statutory descriptions required by the Brown Act.

4200.11.3 Confidentiality All closed-session information is confidential. Disclosure is prohibited unless authorized by law.

4200.11.4 Process

- Prior to convening in closed session, the Board President shall publicly announce the specific statutory authority.
- After the closed session, the Board shall **reconvene in open session** and make any **required public report** of actions taken (Gov. Code § 54957.1).
- The Board shall not take action on any matter in closed session unless specifically authorized by statute.

4200.11.5 Reporting Out of Closed Session

Following closed session, the Board must publicly report:

- Any actions taken
- The vote or abstention of each Director
- Contracts or settlements approved

4200.11.6 Personnel Compensation Reporting (SB 707 Requirement) Before final action in open session on compensation for the General Manager or administrative officers, the Board must orally report:

1. Title of the position
2. Summary of changes in salary/benefits
3. Fiscal impact (general terms)

4200.12 Minutes of Board Meetings

4200.12.1 Required Content

Minutes shall include:

- Meeting date, time, and location
- Directors present/absent



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- Motions, seconds, and votes
- Reportable actions
- Summary of public comments (optional, not required)
- Identification of remote participants (if alternative teleconferencing is used)

4200.12.2 Approval Minutes are approved at a subsequent regular meeting.

4200.12.3 Posting Approved minutes shall be posted on the District's website.

4200.12.4 Retention Minutes are permanent records and stored in District archives.

4200.13 Resolutions

4200.13.1 Use of Resolutions

Resolutions are used for:

- Policy adoption
- Rate/fee adjustments
- Budget adoption/amendment
- Grant approvals
- Contracts and agreements

4200.13.2 Format

Resolutions include:

- Title and number
- "Whereas" recitals
- "Now, therefore, be it resolved" action statements
- Signature lines for the Board President and Secretary

4200.13.3 Adoption Resolutions require Board action and a majority vote.

4200.13.4 Tracking & Posting

District Personnel will:



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- Maintain a Resolution Book
- Assign sequential numbers
- Post resolutions online when feasible

4200.14 Website Posting Requirements (SB 707 Compliance)

4200.14.1 Mandatory Postings

The District must post:

- Agendas
- Approved minutes
- District contact information
- Teleconference instructions (if applicable)

4200.14.2 Recommended Postings

For transparency:

- Resolutions
- Budgets
- Annual reports

4200.14.3 Posting Timeline

- Agendas: within 72 or 24 hours as applicable
- Minutes: within a reasonable time after approval

4200.14.4 Website Outages

If the website is temporarily unavailable:

- Physical posting requirements must still be met
- The meeting remains valid if physical posting was timely
- District personnel must restore online posting as soon as feasible

4200.15 Review of Administrative Decisions The Board may review administrative or operational actions taken by District personnel to ensure consistency with policy, budget, and legal requirements.

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The Board shall not intervene in routine operations unless action is required by law or necessary for public protection.

4200.16 Severability If any provision of this policy is found invalid, all remaining provisions shall continue in effect.

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Appendix A — Required Statutory Language for Closed Sessions

(Exact phrasing required by Gov. Code § 54954.5)

Examples:

- **Public Employee Appointment:** "PUBLIC EMPLOYEE APPOINTMENT. Title: [Specify position] (Gov. Code § 54957(b)(1))."
- **Public Employee Discipline/Dismissal/Release:** "PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code § 54957)."
- **Conference with Legal Counsel — Existing Litigation:** "CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION (Gov. Code § 54956.9(d)(1)) — [Case name / number]."
- **Conference with Legal Counsel — Anticipated Litigation:** "CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION (Gov. Code § 54956.9)."
- **Real Property Negotiations:** "CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code § 54956.8). Property: [address/APN]; Agency Negotiator: [name]; Negotiating Parties: [name of party]; Under negotiation: [price, terms]."
- **Threat to Public Services or Facilities:** "CONFERENCE WITH SECURITY CONSULTANT OR LAW ENFORCEMENT (Gov. Code § 54957)."