

COBB AREA COUNTY WATER DISTRICT

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BOARD OF DIRECTORS

COBB AREA COUNTY WATER DISTRICT

COUNTY OF LAKE, STATE OF CALIFORNIA

BY-LAWS

**COBB AREA COUNTY WATER DISTRICT
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Article 1.0 – General Provisions

- A. These By-Laws shall apply to the Board of Directors (Board) of the Cobb Area County Water District (District), when exercising the powers and authority delegated to it by state law.**
- B. These By-Laws shall apply to the staff positions of General Manager (G.M.), District Secretary (D.S.), and Auditor as authorized by the Board of Directors.**

Article 1.1 – Officers and Committees

- A. The Officers of the board shall be “President” and “Vice President” who shall be elected by the Board from their own numbers at the regularly scheduled meeting held in December of each year, Officers shall hold their office for 1 year or until their successors are elected, unless removed sooner by a majority vote of the Board.**
- B. The President shall preside at all meetings of the Board. The President may present to the Board such matters that require attention and may enter into discussions on these matters. The President must vacate the chair to make a motion but may second a motion without vacating. Except where action is taken by unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon passage of all ordinances, resolutions, or motions and entered upon the minutes of the Board. The President is the authorized signer of all documents including but not limited to legal contracts, formal agreements, and Board Resolutions.**
- C. The Vice President shall convene any Board meeting in the absence of the President or when said chair is vacated. All duties of the President’s office and membership on any committees as well as becoming the authorized signer shall temporarily devolve upon the Vice President.**
- D. The agenda shall be prepared by the G.M. in consultation with the President, who shall have consulted with each Director to determine which matters should be agendized. The agenda shall be posted by the D.S. at the District office and Post Office bulletin boards in a prominent place easily accessible to the public for a period of at least seventy-two (72) hours before each Board meeting. The agenda shall also be posted on the District website (www.cobbareawater.com). Time and place of all open meetings shall be posted at least seventy-two (72) hours in advance.**

Cancellation shall be posted as soon as possible.

- E. The District Secretary shall countersign all contracts and shall perform the duties required by law and all duties devolving upon such office, and shall keep a true and complete record of proceedings of the Board and have charge of all books, documents, and papers which properly belong to the district. The D.S. is also the authorized signer to attest after any and all documents are signed by Board President.
- F. The President shall appoint committees unless the Board shall otherwise act. --- All committees shall consist of not more than two Directors and such other persons deemed necessary and appropriate. The President will present reports and recommendations on their work to the full board in regular meetings. The First member named to the committee shall be the Chairman thereof. The Chairman of a committee shall call the same together at such times and places as deemed proper. The committee is authorized to make investigations and call upon the G.M., D.S., Auditor, Staff, and others for such surveys, plans, estimates, and recommendations, as necessary.

Article 1.2 - Meetings

- A. Regular Meetings of the Board shall be held on the second Wednesday of every month at 7:00 PM.
- B. Special Meetings may be called by the Board President when deemed necessary. Special Meetings shall require a minimum of 24-hour notice and may only consider listed agenda items.
- C. Emergency Meetings in emergency situations
For purposes of this section "emergency situations" means both of the following:
 - (1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.
 - (2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency

meeting under this section may endanger the public health, safety, or both as determined by a majority of the members of the legislative body.

- D. A majority of the voting members of the Board shall constitute a quorum. No act of the Board will be valid without the affirmative vote of a majority of the Board.
- E. Regular and Special meetings of the Board will be held in the District office located at 15320 High Rd. Cobb CA, unless otherwise properly and duly noticed.

Article 1.3 – Conduct of Business

- A. Meetings are to be called to order by the President or in their absence by the Vice President. In the case of both President and Vice President being absent, the D.S. shall then call the meeting to order and the present members of the Board may elect a President “pro-tem”. If a quorum of members is not present the meeting must be adjourned to a specific time and place and a notice of adjournment must be posted in a place assessable to the public.
- B. The D.S. will keep record of Board members present and absent at meetings. The minutes of the previous meeting are to be submitted for approval and any errors noted and corrections made may be addressed after the regular order of business. The reading of minutes may be dispensed with and approved the same if there are no objections.
- C. The agenda unless otherwise ordered by the Board will be posted on the bulletin board outside the Districts office, the Districts bulletin board located at the Post office, and on the District’s web site. The agenda is to be posted at least seventy-two hours prior to the Board meeting.
- D. The agenda template may be modified to stay current with procedures and policies. A current copy shall always be kept with the By-Laws.

Article 1.4 – Authorization to issue Payroll

- A. The Board authorizes the G.M. to review and certify all employee timecards as to the actual number of hours they have worked.**
- B. The Office Manager, Administrative Assistant, or Auditor will then carry out the computation of their earnings and preparation of the pay vouchers for authorized signature. The G.M. is authorized by the Board to be one of the two required signers for payroll and payroll taxes.**
- C. Paycheck disbursements will be on the 15th and final day of every month. If either falls on a weekend, holiday, and or non-staffed workday payroll will be disbursed on the preceding workday.**

Article 1.5 – Amendments

- A. These By-Laws may be amended at a regular scheduled meeting at the request of the Board by motion and duly seconded and carried by a four-fifths (4/5) vote of the members.**