

ORDINANCE NO. 3

AN ORDINANCE FIXING TIME AND PLACE FOR THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF THE IDYLLWILD COUNTY WATER DISTRICT, AND PROVIDING THE MANNER IN WHICH SPECIAL MEETINGS OF SUCH BOARD MAY BE CALLED, DESIGNATING AN OFFICIAL MAILING ADDRESS, AND ESTABLISHING THE ORDER OF BUSINESS AND RULES FOR ITS PROCEEDINGS.

BE IT ORDAINED by the Board of Directors of the Idyllwild County Water District, Riverside County, California, as follows:

1. REGULAR MEETINGS. The regular meetings of the Board of Directors of the Idyllwild County Water District shall hereafter be held on the second Thursday of each and every calendar month at the hour of 7:00 o'clock P. M.

2. SPECIAL MEETINGS. Special meetings of the Board of Directors shall be held upon call of the President of said Board, or of three (3) members thereof, by written notice to be given to each member not less than twenty-four (24) hours before the time fixed for the proposed meeting. In the event of any member not being present at his office or residence when service is attempted, such service may be made by leaving such notice in the hands of any occupant of either his office or residence, and if no occupant be there present at such time, then by posting same at or near the door of either such office or residence. Such notice shall specify the time and place and in general terms the purpose for which the meeting is called.

3. MEETING PLACE. All meetings of the Board of Directors shall be held at the office of the District, unless they shall adjourn to or fix another place of meeting in a notice to be given thereof, or unless prevented by flood, fire or other disaster. Said office is hereby fixed and established at and in the Fire Station at Pinecrest and Forest Highway in said District.

4. HOLIDAYS. In the event that any day fixed for a regular meeting of the Board shall fall upon a holiday, then the meeting appointed for such day shall be held on the next day which may not be a holiday, at the same hour specified for the meeting to be held.

5. ORDER OF BUSINESS. The order of business at the regular meetings of said Board shall be as follows:

- a) Roll call.
- b) Reading of minutes
- c) Reading of reports.
- d) Reading of communications.
- e) Reading of petitions.
- f) Unfinished business.
- g) New business.
- h) Allowance of claims.
- i) Adjournment.

6. RULES OF PROCEEDINGS.

a) Public Meetings. All legislative sessions of the Board, whether regular or special, shall be open to the public.

b) Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business.

c) Adjournment. When a meeting may not be opened, or further action may not be had at a regularly opened meeting, for want of a quorum, said meeting may be adjourned to a day and hour certain by the Secretary or any member of the Board, and notice of such adjournment shall be given for the time and in the manner provided for calling special meetings, excepting that the purpose of the adjourned meeting need not be stated.

d) Method of Action. The Board shall act only by ordinance, resolution or motion, which, to become effective, shall be adopted by at least a majority of its members in public meeting.

e) Recording Vote. Except where action shall be taken by the unanimous vote of all members present and voting, the ayes and noes shall be taken on all actions had.

f) Ordinances. The enacting clauses of all ordinances passed by the Board shall begin these words: "Be it ordained by

the Board of Directors of the Idyllwild County Water District, Riverside County, California, as follows:". All ordinances of the Board shall be signed by the President of the Board of Directors and attested by the Secretary.

g) Contracts. All contracts on behalf of the District shall be signed by the President and countersigned by the Secretary, after having been authorized so to do by action of the Board.

h) Roberts' Rules. In all other regards such meetings shall be conducted in conformity with Roberts' Rules of Order.

7. MAILING ADDRESS. The official mailing address of said District is hereby established as P.O. Box 343,

Idyllwild, California.

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Passed and adopted at a meeting of the Board of Directors of the Idyllwild County Water District, Riverside County, California, duly held on the 6th day of April, 1955, by the following vote:

AYES, and in favor thereof, Directors:

Bischof, Brittain, Froehlich, McGaugh, Sturgess

NOES, Directors: None

ABSENT, Directors: None

J.B. Brittain
President of the Board of Directors
of the Idyllwild County Water
District

ATTEST:

[Signature]
Secretary

(SEAL)