

# BOLIVAR PENINSULA SPECIAL UTILITY DISTRICT

SUBJECT:  
**CALLING BOARD MEETINGS**

**A-02**

## **PURPOSE**

To ensure meetings of the Board of Directors are held in accordance with the Open Meetings Act.

## **POLICY**

The Board of Directors of Bolivar Peninsula Special Utility District sets policies concerning the District. This includes a policy on how Board meetings are called and cancelled.

The District's regular monthly Board meeting will be held on the second Tuesday of each month at 6:00 p.m. The meetings will be held at the District office.

Special meetings of the Board may only be called by the President of the Board. The President will ensure a quorum can be present prior to calling the meeting. The meeting agenda will be posted at least 72 hours in advance.

Once an agenda has been posted, a meeting can only be cancelled by the President of the Board with the approval of a majority of Board officers. After the meeting is formally cancelled, the meeting agenda must be posted again at least 72 hours prior to the new meeting date.

Emergency meetings of the Board can only be called by the President with the necessity for the meeting also being approved by a majority of Board officers. Emergency meetings will only be called in cases of immediate danger to human health and/or welfare as stated in the Open Meetings Act.

**CALLING BOARD MEETINGS**  
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APPROVED AND EFFECTIVE ON \_\_\_\_\_, 2003.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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