

EPVMD

District Policies

I. General

- A. The Ebbetts Pass Veterans Memorial District may be referred to as either "EPVMD" or "District" or by another name as directed by the Board or as appropriate under the circumstances.

II. Board of Directors

- A. The affairs of the District are governed by a five member Board of Directors ("Board") elected by the public.
- B. The Board will elect officers as required by law and as seem to the Board to be convenient such as Chairperson, Treasurer or Secretary. Each officer elected by the Board shall serve for a term of one year unless removed at an earlier time by the Board. All Board officers serve at the pleasure of the Board and may be removed at any time by the Board for any reason, or for no reason.
- C. Board seats vacated by resignation, death or other cause may be filled by the Board. The Board shall post notice of any vacancy at three prominent locations within the District. The notice will provide any information required by law and will inform the public of the vacancy and of the steps for applying to the vacancy.

III. Board Meetings

- A. The Board will, in general, meet once a month at a place and time indicated in the meeting notice.
- B. The Chair, unless directed otherwise by the Board, has the discretion to select the date, time and place of any Board meeting provided that such discretion is exercised in conformity with the law.
- C. Except for conflict with law, Board policy, practice or custom, all Board meetings will be conducted according to the applicable provisions of Roberts Rules of Order.
- D. Except for a brief answer to a question from a member or from the public, the Board will not discuss any matter that has not been listed on the meeting agenda.
- E. The Board will not take any action on an agenda item except upon a proper motion. Notwithstanding the foregoing, certain administrative matters may be acted upon without motion or upon the decision of the Chair that a motion and second are assumed. Among the administrative matters where a motion and second may be assumed are: approval of minutes; approval of financial reports; approval or proposed correspondence or similar matters.

IV. Duty to Maintain Confidentiality

- A. Board members shall not disclose or permit others to disclose to anyone outside the District confidential information obtained through their official position with the District except as required by law.

V. Brown Act Training for Board Members

- A. All Board members shall, within three months of election or appointment, complete training in the Brown Act sufficient for them to carry out their duties.