



POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1000

It is the intent of the Board of Directors of the Graton Community Services District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the way matters of District business are to be conducted.

If any policy or portion of a policy contained within the Manual of Policies conflicts with rules, regulations or legislation having authority over Graton Community Services District, said rules, regulations or legislation shall prevail.

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication for which there is a record accessible to all appropriate entities, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.