

**ADMINISTRATIVE RULES AND REGULATIONS**

**PLACER COUNTY**

**AIR POLLUTION CONTROL DISTRICT BOARD**

**ARTICLE I**

**BOARD MEMBERS**

**Section 1.1 Name**

**The name shall be the Placer County Air Pollution Control District Board of Directors.**

**Section 1.2 Composition**

**The membership of the Board shall be composed of nine members: three (3) members who are Placer County Supervisors and six (6) members who are Mayors or City Council Members of cities incorporated within the County.**

**Section 1.3 Appointment of Membership**

**The Placer County Board of Supervisors shall appoint the three County Supervisor Members. Each city shall select its own representative. Alternates to the County Supervisor Members may be appointed by the Placer County Board of Supervisors, and shall be County Supervisors. Alternates for a City Member may be appointed by the City Council of the city represented by the City Member and must be a Mayor or City Council Member of said city.**

**Section 1.4 Terms of Office**

**The term served by the Board of Directors shall be concurrent with their official term of office or as new appointments are made by the respective appointing authority of Section 1.3.**

**ARTICLE II**

**OFFICERS**

**Section 2.1 Designation of Chairperson and Vice Chairperson**

**Section 2.1.1 The Chairperson and the Vice Chairperson shall serve a one-year term starting with the first regularly scheduled meeting of the calendar year. The position of the Chairperson and Vice chairperson shall be rotated annually among the members in the following order, starting in 2005:**

- Auburn**
- Colfax**
- Placer County Seat 1**
- Lincoln**
- Loomis**
- Placer County seat 2**
- Rocklin**
- Roseville**
- Placer County Seat 3**

**Section 2.1.2 The Vice Chairperson shall be the representative of the member jurisdiction next in line for Chairperson.**

**Section 2.1.3 If the incoming Chairperson is a new member of the Board who has not sat on the board for at least one year, the Vice Chair shall become the Chairperson for the coming year and the new member of the board shall sit as Vice Chair. When this circumstance arises, the subsequent annual rotation shall continue with the jurisdiction that follows the two entities involved in the switching of the Chairperson position.**

**Section 2.1.4 If the incoming Chairperson and Vice Chair are both new members of the Board who have not sat on the board for at least one year, then the Board shall vote on who the Chairperson shall be for the upcoming year at the first meeting of the year as the first order of business, and the previous year's Chairperson (or the new representative for that jurisdiction) shall preside over the meeting until the vote for Chairperson has taken place. The Vice Chair shall be the representative from the jurisdiction that was due to hold the Chairperson position. When this circumstance arises, the subsequent annual rotation shall continue with the Vice Chair becoming the Chairperson the next year.**

**Section 2.1.5** If a member declines to assume the designation of Chairperson or Vice-Chair, the position will be assigned to the next member in the order of rotation.

**Section 2.2** Clerk of the Board

The Clerk of the Board shall be appointed by the Air Pollution Control Officer with the consent of the Chairperson.

**Section 2.3** Removal and Vacancies

The Board may remove the Chairperson or the Vice Chairperson at anytime upon the affirmative vote of six (6) members of the Board. A vacancy in an office shall be filled by the next member in order of rotation.

**Section 2.4** Rights of the Presiding Officer

The Chairperson, Vice Chairperson of the Board, or such other members as may be presiding, shall not be deprived of the rights and privileges of a member by reason of his or her occupying the chair and may move, second, and debate from the chair subject only to such limitations of debate.

**Section 2.5** Chairperson Duties

The Chairperson shall preside and preserve order at all regular and special meetings of the Board. The Chairperson shall state every question coming before the Board and announce the decision of the Board on all subjects. The Chairperson shall also decide all questions of order without debate, subject, however, to a request by any Board member.

**Section 2.6** Vice Chairperson Duties

In the absence of the Chairperson, the Vice Chairperson may perform the duties and obligations of the office of Chairperson.

**Section 2.7** Temporary Chairperson

In the absence of the Chairperson and the Vice Chairperson, the next member in rotation shall serve as Chairperson.

## **ARTICLE III**

### **MEETINGS**

#### **Section 3.1 Regular Meetings**

**Meetings of the Board shall be held, as needed, on the second Thursday of alternating months (even numbered months), at 2:30 PM, in the Placer County Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, California. If any such meeting date shall fall on a holiday, such meeting, which, was scheduled to be held on such holiday, shall be held on a date set by the Board at a regularly scheduled meeting preceding such holiday. Such regular meetings may be adjourned from day to day, or to any day prior to the next regular meeting day, until the business before the Board is finished. The Chairperson, in conjunction with the Clerk of the Board and/or the Air Pollution Control Officer or his/her designee(s), may direct cancellation or changes in the time or location of a regularly scheduled meeting, for which no public hearing has been set in compliance with state law, for reasons which may include a general lack of business or urgency for action by the Board, or an expected lack of a quorum. The cancellation or changes shall be stated in the required notice of the meeting in the agenda, which shall be posted at the Placer County Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn California, the regular meeting location, and at the Placer County Air Pollution Control District office at 110 Maple Street, Auburn, California, at least 72 hours prior to the regular meeting time or the changed meeting time, whichever is earlier.**

#### **Section 3.2 Special Meetings**

**Special Meetings may be called by the Chairperson, or upon the written request of fifty percent (50%) of the members, and when a special meeting is so requested, said meeting shall be called and held within sixty (60) days after receipt of such written request.**

#### **Section 3.3 Notices**

**The Air Pollution Control Officer is responsible for ensuring that legal notice of meetings of the Board and legal notice of proposed Board actions are made.**

#### **Section 3.4 Compensation of Board Members**

**Members or alternate members of the Board shall be entitled to receive: \$100.00 per meeting attended on the behalf of the District with a maximum**

**limit on compensation for twelve (12) meetings per fiscal year; mileage reimbursement at the current rate as assigned by the Placer County Auditor's Office for personal automobile travel between home and the location of each meeting; and actual and necessary expenses incidental to the proper execution of their duties and responsibilities.**

**Section 3.5 Worker's Compensation Insurance**

**Members or alternate members of any Placer County Air Pollution Control District Board or Committee, and any volunteers acting on behalf of or for the Placer County Air Pollution Control District shall be provided Workers Compensation Insurance coverage while acting within the course and scope of their activities with the Placer County Air Pollution Control District.**

**ARTICLE IV**

**CONDUCT OF BUSINESS**

**Section 4.1 Session**

**All meetings shall be conducted by the Chairperson (or the Vice Chairperson in the absence of the Chairperson), who shall take the chair at the appointed hour for the meeting and shall call the Board to order. In the absence of the Chairperson and the Vice Chairperson, the Air Pollution Control Officer shall call the Board to order, whereupon the next member in rotation shall serve as Chairperson. Upon the arrival of the Chairperson or Vice Chairperson, the temporary Chairperson shall relinquish the chair upon conclusion of the item before the Board.**

**Section 4.2 Order of Business**

**At regular meetings of the Board, the following shall be the order of business:**

- 1. Roll Call**
- 2. Approval of Minutes from the previous meeting of the Board**
- 3. Public Comment**
- 4. Agenda of the Board**
- 5. Adjournment**

### **Section 4.3 Voting**

#### **1. Manner of Voting**

**On all matters acted upon by the Board that are not unanimous, the voting shall be on roll call, the yes and noes, and the members present but abstaining from voting shall be entered upon the minutes of the meeting.**

#### **2. Vote Required**

**At any meeting where a vote is taken, a quorum must be present unless otherwise required by law. All actions of the Board shall require an affirmative vote of at least a majority of the members present.**

### **Section 4.4 Minutes**

**The Clerk of the Board shall attend all meetings of the Board, and shall record in the minutes the time and place of meetings of the Board, the names of members present, the names of persons giving testimony or comment, all official acts of the Board, the votes given by members and shall cause the minutes to be written up forthwith and presented for approval or amendment at the next regular meeting.**

### **Section 4.5 Quorum**

**A majority of the Board Members shall constitute a quorum, and no business may be conducted unless a quorum is present. Whenever a quorum is not present, the meeting shall be postponed or adjourned to a subsequent time and place as determined by the Chairperson.**

### **Section 4.6 Agenda**

**The Agenda shall be prepared by the Clerk of the Board for each meeting of the Board, and an abstract of all matters requiring action shall be set forth therein.**

### **Section 4.7 Robert's Rules of Order**

**Unless otherwise provided by these Rules, all proceedings before the Board shall be conducted with and pursuant to the Parliamentary Rules of Procedure, as prescribed in "Robert's Rules of Order", provided that in the event of a conflict, such rules shall be superceded by these bylaws, any resolution of the board, and any applicable law.**

**Section 4.8 Ralph M. Brown Act**

**Board meetings shall be conducted in the manner prescribed by the Ralph M. Brown Act (Chapter 9, commencing with Section 54950, Part 1, Division 2, Title 5 of the California Government Code).**

**Section 4.9 Amendment of Rules of the Board**

**Except as otherwise provided by law, any Administrative Rule set forth herein may be amended, or repealed, at any time, by a two-thirds (2/3) vote of the Board (i.e. the affirmative vote of 6 Board members); provided that any such amendment on Appeal shall not affect any pending matter.**

**Section 4.10 Public Comment**

**Members of the public are allowed a time limit of 5 minutes per person to comment on each agenda item. Members of the public that utilize a translator to address the Board shall be provided 10 minutes per person to comment on each agenda item. The Chairperson may shorten or extend the public comment time period at his or her discretion.**

**ARTICLE V**

**DISTRICT BUSINESS PRACTICE**

**Section 5.1 Purchasing Policy**

**The Board shall adopt a purchasing policy manual that can be amended from time to time by a majority vote of the Board.**