

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 207

Formerly 131.2

Revised: July 25, 1995
September 1, 1995
August 25, 2011
July 22, 2015

SUBJECT: BOARD MEETING DATE, TIME AND LOCATION

PURPOSE: To establish District policy regarding Board meeting date, time and location

POLICY:

1. Regular meetings of the Truckee Tahoe Airport District Board of Directors shall be held on the **fourth Wednesday of each calendar month at 4:30 p.m.** in the District Conference Room A in the main terminal building, 10356 Truckee Airport Road, Truckee, California. The date of a particular month's meeting may be changed by a majority vote of the Board. The date, time and place of regular Board meeting shall be reconsidered annually at the discretion of the Board. **It should be noted that the Board of Directors typically combine the Nov. and Dec. Regular Meeting. The Nov./Dec. Meeting date is typically formalized by the August Board Meeting of the same calendar year.**
2. Special meetings (non-emergency) of the Board of Directors may be called by the Board President.
 - a. All Directors, the General Manager, District Counsel and administrative staff shall be notified of the special board meeting and the purpose or purposes for which it is called. Said notification shall be in writing and available to them at least twenty-four (24) hours prior to the meeting.
 - b. Newspapers of general circulation or other media in the District, and any organizations, businesses, or individuals who have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified by a mailing unless the special meeting is called less than three (3) days in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practical.
 - c. An agenda shall be prepared as specified for Board meetings in Policy Instruction 131.1 and may serve as notice of the special meeting to those specified above.
 - d. Only those items of business listed in the agenda for the special meeting shall be considered by the Board at any special meeting.
3. Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying

with the twenty-four (24) hour notice required above. An emergency situation means a crippling disaster which severely impairs public health, safety or both, as determined by the General Manager, Board President, or Vice-President in the President's absence.

- a. Newspapers of general circulation or other media in the District and any organizations, businesses or individuals who have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified at least one (1) hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirements of one hour is waved, but the General Manager, or his designee, shall notify such newspapers, or other media of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.
- b. No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

John Jones, President