

<h1>POLICY MANUAL</h1>	Date Adopted: February 9, 1987
Classification: BOARD OF DIRECTORS	Date Last Amended: 08/28/2024
Subject: Emergency Issue Consensus	Approved By: <i>Peter Sanchez</i>

1. It is the policy of the Board of Directors that the following procedures be followed in those circumstances in which a major policy issue comes to the attention of any member of the Board of Directors or General Manager and which requires immediate guidance to the District staff.
  
2. For purposes of this policy, a major policy issue or controversial occurrence requiring immediate guidance to the District staff is defined as a matter having broad policy implications which:
  - A. involve the political structure of the Board of Directors or its political relationship to the appointing bodies; or,
  - B. involve a significant deviation from existing District policy or practices.

Excluded from this definition are those events or actions involving the following:

  - C. the letting and implementation of contracts involving the District;
  - D. the administration of District programs and engineering matters;
  - E. those issues and events for which specific applicable District policy or positions have been established by the Board of Directors.
  
3. When an issue arises at a meeting of the Board of Directors that the General Manager believes is a major policy issue or controversial occurrence, the Manager shall call it to the immediate attention of the Chair who shall determine if it is appropriate for application of this policy. If so, the Chair shall poll the Board members during the meeting for their consensus so long as doing so complies with the Brown Act. The Chair shall then verbally inform the General Manager of that consensus and the Manager shall then confirm the same in writing to all Board members. Such written consensus shall be attached as an exhibit to the Minutes of the Board of Directors meeting.

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4. When a major policy issue or controversial occurrence comes to the attention of any member of the Board of Directors or the General Manager, prior to a meeting of the Board of Directors, that individual shall notify the Chair of the Board of Directors who shall determine if the reported matter is appropriate for the application of this policy.
5. If the Chair determines that the reported matter is appropriate for application of this policy, the following procedure shall be implemented at the earliest opportunity:
  - A. The Chair shall contact two members of the Board of Directors for input. The Chair may not contact any other members of the Board of Directors at that time.
  - B. Upon determining the opinion/position and securing a consensus, the Chair shall notify the General Manager of the issue or occurrence.
  - C. Upon such notification by the Chair, the General Manager shall prepare a written summary of the issue or occurrence and the consensus opinion/position, which written summary shall be distributed to all Directors and included in the District's Minutes.
6. Depending upon the nature of the issue or occurrence, the consensus opinion/position may include a direction that related public communication on behalf of the District be through a designated spokesperson who may be a member of the Board, staff member, or legal representative. In such cases in which this policy is implemented pursuant to paragraph 4 hereof, the issue or occurrence shall be placed on the agenda of the next meeting of the Board of Directors. The Board of Directors shall, in compliance with the Brown Act, consider the issue or occurrence and take such action as it may deem appropriate.