

Trinity Center Community Services District  
Policy Manual

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Policy Title: Policy Purpose and Procedures

Policy Number: 101

Date: May 6, 2008

101.10 Purpose of TCCSD Policies

101.101 The Trinity Center Community Services District (TCCSD) will establish and maintain a Manual of Policies. The policies contained therein will constitute the rules and regulations as enacted by the Board of Directors from time to time. The policies may contain procedures, which are sets of instructions defining what steps must be followed to accomplish specific actions. The Policy Manual will serve as a resource for Directors and members of the public in determining the manner in which matters of District business are to be conducted.

101.102 If any policy or portion of a policy contained within the Policy Manual is in conflict with rules, regulations or legislation having authority over the TCCSD, said rules, regulations or legislation shall prevail.

101.20 Adoption/Amendment of Policies

101.201 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or by the General Manager. Changes or additions to the Policy Manual may be suggested by members of the public, but a Board Director must agree to champion the initiative. The proposed adoption or amendment is initiated by the Director submitting a written draft of the proposed adoption or amendment to each Director through the District Secretary and requesting that the item be included for discussion on the agenda of the next regular meeting of the Board of Directors.

101.202 Before considering adoption or amendment of any policy, Directors shall have the opportunity to discuss the proposed adoption or amendment at a regular Board of Directors meeting prior to the meeting at which the adoption or amendment is up for vote. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet (provided at least 3 days prior) for any meeting of consideration. Copies of the proposed policy adoption or amendment shall be available for public review at least three (3) days prior to the meeting of consideration.

101.203 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require 4/5 affirmative vote of the entire Board of Directors.

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- 101.30 Adoption/Amendment of Procedures
  - 101.301 Consideration by the Board of Directors to adopt a new procedure or to amend an existing procedure may be initiated by any Director or by the General Manager. Changes or additions to the procedures may be suggested by members of the public, but a Board Director must agree to sponsor the initiative. The proposed adoption or amendment is initiated by the Director submitting a written draft of the proposed adoption or amendment to each Director through the District Secretary and requesting that the item be included for discussion on the agenda of the next regular meeting of the Board of Directors.
  - 101.302 Addition of or changes to procedures may be voted on in the first meeting at which they are on the agenda. Copies of the proposed procedure adoption or amendment shall be included in the agenda information packet (provided at least 3 days prior) for any meeting of consideration. Copies of the proposed procedure adoption or amendment shall be available for public review at least three (3) days prior to the meeting of consideration.
  - 101.303 Adoption of a new procedure or amendment of an existing procedure shall be accomplished at a regular meeting of the Board of Directors and shall require a majority affirmative vote of the entire Board of Directors.