

Draft Minutes

**Special Meeting of the Cambria Community Services District Policy Committee**

Wednesday, June 12, 2019 4 pm

1000 Main Street, Cambria, CA 93428

All committee members in attendance: John Nixon, John Rohrbaugh, Ted Key, Mike Lyons, and Vice Chair Gordon Heinrichs. Chair Amanda Rice

CCSD Staff Liaison: Haley Dodson

Member of the public attending: Karen Dean

Committee Chair Amanda Rice called the meeting to order at 4:07 pm noting that all committee members were present as a quorum and welcoming new member Mr. Ted Key.

Ms. Rice led a discussion of agenda item 4. A. Discussion of suggestions for revision and consolidation of bylaws for all Standing Committees of the CCSD. John Nixon explained that he and fellow ad hoc committee member Mike Lyons had met and included a draft suggested format and text for eventual consideration by the CCSD board of directors.

The draft included separate and individualized “**Statement of Purpose and Authority**” for each of the three current Standing Committees (Finance, Resources & Infrastructure, and Policy) and a standardized set of bylaws for all current and future committees covering:

**Statement of Responsibilities**

**Terms of Appointment and Offices**

**Duties of Committee Officers and Committee Members**

**Agenda Procedure**

**Ad Hoc Committees**

**Committee Procedures**

**Parliamentary Authority**

**Amendments to Bylaws**

Details of the revisions to the original draft bylaws can be found in a separate document to follow.

The Policy Committee voted unanimously to approve the “Statement of Purpose and Authority” contained in the original draft submitted by the ad hoc committee. By unanimous vote the Committee

members voted to accept the changes to the updated DRAFT of the Consolidated Standing Committee Bylaws.

Agenda Item 4. B. "Discussion and Consideration of Existing CCSD Policies in Relation to the CSDA Sample Policy Handbook" was tabled by unanimous consent until the next regular meeting of the Policy Committee, scheduled for June 27, Vets Hall, at 2 pm.

Meeting was adjourned at 6:08 pm with a motion by Ted Key and second by John Nixon, and by unanimous vote of the committee.