

# Yolo Subbasin Groundwater Agency (YSGA)

## Policies & Procedures

### GENERAL - Section 1000

---

#### **POLICY TITLE: Adoption and Amendment of Policies**

#### **POLICY NUMBER: 1000**

(Adopted 9/21/20)

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the Executive Officer. The proposed adoption or amendment shall be initiated by a Director or the Executive Officer by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the Executive Officer, which may be submitted in person or by any communication method approved by the YSGA, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the Executive Officer at a meeting of the Board. The Executive Officer will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the YSGA's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.