

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Administration	Policy # 2005-03
Title:	Guideline for Adopting Resolutions	

PURPOSE

The purpose of this policy is to ensure District personnel follow the guidelines for the Board of Directors to adopt a resolution.

POLICY

When submitting a resolution to the Board of Directors for adoption, the following guidelines should be followed:

1. Type up the resolution in the format prescribed by District Code. These are numbered by year and then numbered series (example 2003-01, 2003-02, etc.). These are saved on the network server under Suzanne - Resolutions.
2. Be sure to get the General Manager to review and approve.
3. The resolution goes to one of the 5 Board committees for recommendation to the Board for approval.
4. After the committee agrees to recommend the resolution be adopted by the Board of Directors, the resolution is placed on the Board of Directors meeting agenda.
5. After the Board has adopted the resolution, the Board President and the District Secretary will sign the last page of the resolution.
6. After the resolution has been signed, place the District seal on the original.
7. Enter the resolution in the resolution Index.
8. The original goes into the blue resolution file/folder in the vault
9. A copy goes into the resolutions binder on bookcase in the file room.
10. Put an updated resolution Index in both the vault folder and the binder in the file room.
11. Scan in and save the signed resolution as a PDF file to the appropriate network directory.

Approved by CSD Board of Directors	02-16-05
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