

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Administration	<b>Policy #</b> 2008-02
<b>Title:</b>	Guideline for Adopting Resolutions	

## PURPOSE

The purpose of this policy is to establish the procedures for the preparation and adoption of resolutions by the District. Resolutions do not have the force of law, but are expressions of opinion, policies or evidence of a decision made by the Board. This policy replaces Policy 2005-03.

## 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.
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. The adoption of a resolution requires an affirmative vote of at least a majority of all members of the Board. Resolutions are usually effective immediately upon adoption.
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.

<b>Approved by CSD Board of Directors</b>	02-20-08
---	----------