

# Barstow Cemetery District

**POLICY TITLE:** Types of Board Meetings  
**POLICY NUMBER:** 4235

4235.1 Regular meetings: Regular meetings of the Board of Trustees shall be held on the third Tuesday of each calendar month at 5:30 PM in the Community Room of the Twentynine Palms Public Cemetery located at 5350 Encelia Ave Twentynine Palms Ca 92277. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or such other time as the Board may determine due to a change in District needs and circumstances.

4235.2 Special meetings: Special meetings of the Board of Trustees may be called by the Board Chairperson or by a majority of the Board.

4235.2.1 All Trustees shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting.

4235.2.2 An agenda shall be prepared and posted at least 24 hours before the meeting and shall be delivered with the notice of the special meeting to the Board of Trustees.

4235.2.3 Notice of the meeting shall be provided to the local newspaper and any other media outlet or person who has requested to receive notices of meetings by serving a copy of the agenda at least 24 hours before the meeting.

4235.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

4235.3 Emergency Meetings: In the event of an emergency involving matters upon which prompt action is necessary, the Board of Trustees may hold an emergency meeting without complying with the 24-hour notice requirement. An emergency means either, as determined by a majority of the Board: (1) a work stoppage, crippling activity, or other activity that severely impairs public health or safety; or (2) a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril (a dire emergency).

4235.3.1 When possible, notice shall be provided to the media outlets by telephone at least one hour before the meeting.

4235.3.2 Actions taken during an emergency meeting shall be by roll call vote.

4235.3.3 The Board may meet in closed session if agreed to by 2/3 vote of the members present, or if less than 2/3 present, by unanimous vote.

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4235.3.4 Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office.

4235.4 Adjourned Meetings: A majority vote of the quorum of the Board of Trustees may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment, except that if no quorum is present or no Trustees are present at any regular or adjourned regular meeting, the Board Chairperson or General Manager may declare the meeting adjourned to a stated time and place. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

4235.5 Annual Organizational Meeting: The Board of Trustees shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year as a one (1) year appointment.