

GRANADA COMMUNITY SERVICES DISTRICT

DISTRICT BYLAWS

January 16, 2025



PURPOSE OF DISTRICT BYLAWS

The bylaws below detail the scope, duties, and responsibilities of the Granada Community Services District (GCSD) Board, board self-governance, oversight of staff, and staff roles and responsibilities and are adopted per Government Code 61045, subsection (f). Additional governing rules are found in the GCSD Policies and Procedures Manual. In any instance that a matter is addressed by both the Bylaws and the Ordinance Code, the language in the Ordinance Code will prevail.

ARTICLE I

NAME, ADDRESS, AUTHORITY

NAME: Granada Community Services District (GCSD)

MAILING ADDRESS: P.O. Box 335
El Granada, CA 94018

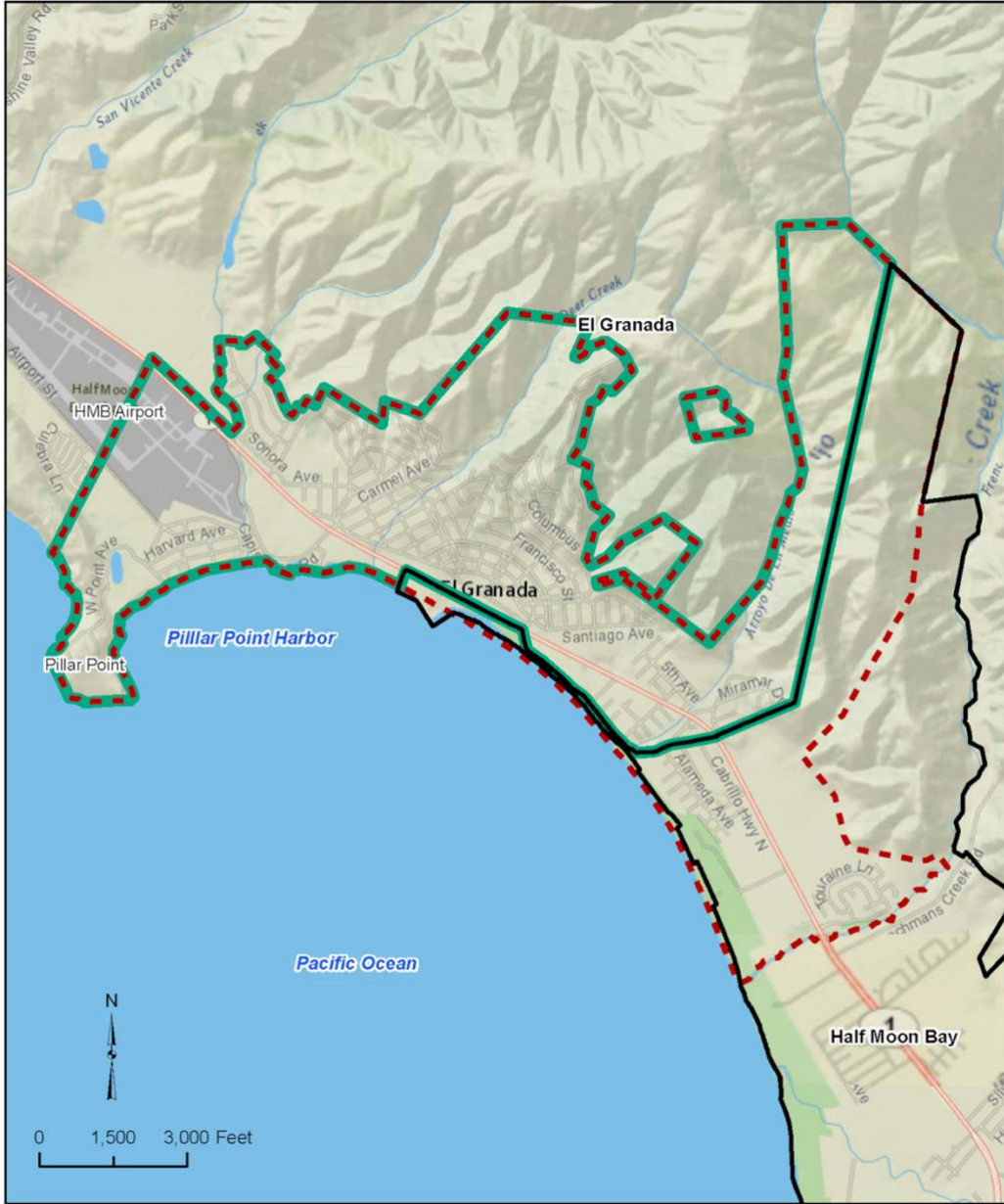
OFFICE ADDRESS: 504 Avenue Alhambra
3rd Floor
El Granada, CA 94018

WEBSITE: granada.ca.gov

PHONE: 650-726-7093

The Granada Community Services District, formerly the Granada Sanitary District, is an independent special district with a five-member, locally elected Board of Directors. Its powers and legal authority as a government agency are derived from Community Services District Law (Government Code §61100 et. seq.), the Sanitary District Act (California Health and Safety Code §6400), the State Constitution, and various other statutory provisions of California law. Pursuant to these codes, GCSD has the authority to oversee sewer, garbage collection, and parks and recreation. The District is a Member Agency of the 1976 Joint Powers Agreement forming the Sewer Authority Mid-Coastside, which operates a consolidated sewer treatment facility for the GCSD, the Montara Water & Sanitary District (MWSD), and the City of Half Moon Bay sewer systems.

ARTICLE II
DISTRICT MAP AND BOUNDARIES



Legend

-  City of Half Moon Bay
-  District Boundary
-  Parks & Rec Boundary

Granada Community Services District Boundaries

ARTICLE III
POWERS OF THE BOARD

- 1) The Board may exercise all powers of sewer collection, garbage collection, and parks and recreation in accordance with State of California Government Code section §61100 subds. (b), (c), (e) and (f).
- 2) The Board may exercise all powers conferred upon it by the adopted Ordinance Code of the Granada Community Services District.

ARTICLE IV
BOARD MEMBER QUALIFICATIONS, ELECTIONS, TERMS

- 1) **BOARD MEMBERSHIP.** The Board shall consist of five members, each of whom shall be a registered voter within the Granada Community Services district boundary.
- 2) **TERM OF OFFICE.** The term of office of each elected member of the Board shall be four (4) years, unless a board member is appointed to replace an outgoing board member who leaves in the middle of their term. In such case, the new board member shall serve until the next regularly scheduled election in accordance with the California Government Code.
- 3) **ELECTIONS.** All elections shall be carried out in conformance with the State of California Code of regulations and shall be combined with the official elections of the County of San Mateo, including all notice and deadline requirements.
- 4) **VACANCIES.** Pursuant to §30504 of the Gov't Code, the District shall notify the County elections official of any vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.
- 5) **REPLACEMENT OF BOARD MEMBER.** In cases where a Board Member must be replaced, that replacement will be made pursuant to Gov't Code §1780.

ARTICLE V
MEETINGS OF THE BOARD OF DIRECTORS

- 1) **PUBLIC MEETINGS.** All meetings of the District Board shall be open to the public except for closed sessions convened pursuant to the Ralph M. Brown Act (California Gov't code, §54950 et. seq.).
- 2) **REGULAR MEETINGS.** The regular meeting of the District Board shall be held on the third Thursday of each month at 7:00 p.m. at the meeting room of the Granada Community Services District office located at 504 Avenue Alhambra, 3rd Floor, El Granada, California, unless the regular meeting day is a holiday, in which case the meeting shall be held at a date and time to be determined by the Board. The District Board may cancel a regular meeting at any time.
- 3) **SPECIAL MEETINGS.** A special meeting of the District Board may be called in compliance with the Ralph M. Brown Act (Gov't code §54950 et. seq.) as then in effect.
- 4) **CLOSED SESSIONS.** The Board of Directors may hold closed sessions during a regular or special meeting to consider any matter permitted under the Ralph M. Brown Act.
- 5) **QUORUM.** A Majority of the 5 members of the District Board shall constitute a quorum.

- 6) **MEETING AGENDA.** The District Secretary or designee will prepare and post the meeting agenda at least 72 hours prior to each regular meeting and 24 hours prior to each special meeting. The agenda will be posted at the place of the meeting, and on the District's website. The agenda shall be in compliance with the Ralph M. Brown Act.
- 7) **MEETING PROCEDURE.** All meetings of the District Board shall be conducted as determined by the chair, provided, however, that upon a majority vote of the Board, a meeting shall be conducted in accordance with Rosenberg's Rules of Order.
- 8) **ORDER OF BUSINESS.** The order of business of the Regular Meetings of the District Board, unless changed by the board chair at the meeting, shall be as follows:
 - a. Roll Call
 - b. Public Comment
 - c. Agenda Items
 - d. Committee Reports
 - e. Information Calendar
 - f. Adjournment
- 9) **PUBLIC COMMENT.** Public comment or comment on any agenda items will be limited to three minutes per member of the public. Additional time may be ceded by one member of the public to another, with a limit of nine minutes for any one public member. The board chair may adjust these rules based on circumstance at the meeting at their discretion.
- 10) **ADJOURNMENT.** The District Board may adjourn any regular, or special meeting, to a time and place specified in in accordance with the Ralph M. Brown Act (Gov't Code §54950 et seq.).
- 11) **MINUTES OF MEETINGS.** Minutes shall be taken of all public meetings of the District Board. The minutes shall be approved by the District Board and, upon approval, shall be signed by the District Secretary. All minutes of public meetings of the District Board shall be retained with the District's records and shall be available for reading by the public upon request.
- 12) **METHOD OF ACTION.** The District Board shall act only by ordinance, resolution, or motion. Unless otherwise required by law, actions of the District Board shall be effective if approved by a majority of the Board.
- 13) **RECORDING VOTE.** Except where an action is approved by the unanimous vote of all members present and voting, the ayes and noes shall be recorded.
- 14) **CONDUCT.** No boisterous conduct or disturbances shall be permitted at any Board meeting. Persistence in boisterous conduct or disturbances shall be grounds for removal of the offending party by the meeting Board Chair.

ARTICLE VI OFFICERS

- 1) **PRESIDENT.** The President: (a) shall chair and preside at all meetings of the Board of Directors, (b) shall work with the General Manager to set the monthly agenda, (c) may sign any contracts, deeds, warrants, releases, receipts, and other documents authorized by the Board to be executed, (d) serves on the LAFCo Selection Committee, (e) serves as the contact for board issues, (f) shall perform in general all duties incident to the office of President and such duties as may be prescribed by the Board from time to time.
- 2) **VICE-PRESIDENT.** The Vice-President: (a) shall chair and preside at all meetings of the Board in the absence of the President and (b) shall fulfill all other duties of the President as prescribed by the Board in the President's absence.

- 3) **ELECTION OF OFFICERS.** The Board shall elect a President and Vice-President annually, either at the first Board meeting held after the County Elections Officer certifies election results on bi-annual Board Member election years, or at the first regular Board meeting held after December 1st on non-election years. Officers shall take their positions at the regular January meeting or first special meeting following elections.
- 4) **BOARD SECRETARY/CLERK OF THE BOARD.** The Assistant General Manager shall serve as Board Secretary and Clerk of the Board. The Secretary shall: (a) keep the minutes of the meetings of the Board meetings, (b) see that all notices are duly given in accordance with these bylaws and as required by the Ralph M. Brown Act, (c) be custodian of the District records, (d) perform in general all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Board.
- 5) **FINANCE OFFICER/TREASURER.** The General Manager shall serve as Finance Officer/Treasurer. The Finance Officer/Treasurer shall: (a) prepare and present the annual budget to the Board, (b) review monthly financial reports provided to the Board. The Board of Directors may require the District Finance Officer/Treasurer, if any, to be bonded. The District shall pay the cost of the bonds.
- 6) **OFFICER VACANCY.** In the event of a vacancy in any of the foregoing offices, the Board shall appoint a Director to fill the vacant position for the remainder of the unexpired term.
- 7) **COMPENSATION.** Directors shall be compensated for days of service and board meetings per District Ordinance Code 177.

ARTICLE VII COMMITTEES

- 1) **COMMITTEES.** The Board of Directors may appoint one or more advisory committees to advise the board of directors about the district's finances, policies, programs, operations, or other such committees as the Board may desire. The Board of Directors may designate a committee to be a standing committee or an ad hoc committee.
- 2) **APPOINTMENT TO COMMITTEES.** The members of each committee of the District shall be appointed by the District Board of Directors.
- 3) **EMERGENCY COMMITTEE APPOINTMENTS.** In an emergency, the Board President may form a committee and appoint members to that committee. In this case, the formation of such committee shall be placed on the Agenda for the next meeting of the District Board of Directors for ratification or dissolution.

ARTICLE VIII REPRESENTATIVES TO OTHER AGENCIES

- 1) **REPRESENTATIVES TO SAM.** The District Board shall appoint two of its members to serve as the District's representatives to SAM, and shall also appoint two of its members to serve as the District's alternate representative, who shall assume all rights and duties of an absent District representative to SAM. The District representatives and alternate shall serve at the pleasure of the District Board and may be removed at any time without cause at the sole discretion of the District Board. The appointment of a District representative to be a SAM Board member or

alternate shall be by resolution, which resolution shall be filed with SAM. If necessary to assure full District voting power at a SAM Meeting due to inability of the two appointed representatives (or one representative and one alternate) to attend a SAM Meeting, and in the event that the District Board cannot meet to appoint another alternate, an appointee or alternate (or failing that, the Board President) may appoint another member of the District Board as a SAM representative *pro tem* to attend a scheduled SAM Meeting.

- 2) **REPRESENTATIVES TO THE SAN MATEO COUNTY CHAPTER OF THE SPECIAL DISTRICTS ASSOCIATION.** The District Board of Directors or the Board President shall have the authority to appoint a District representative to the San Mateo County Chapter of the California Special Districts Association (CSDA). The appointment shall take place annually at the board meeting when the election of Board Officers is held. In the event that the District Board cannot meet to appoint another alternate, the appointed representative shall have the authority to deputize another Board member or staff member *pro tem* to attend a scheduled California Special Districts Association Chapter meeting if the representative is unable to attend.
- 3) **REPRESENTATIVE TO LAFCO INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE.** The Board President shall serve as the District's representative to the LAFCO Independent Special District Selection Committee. The Board of Directors shall appoint one of its members to be the alternate District representative if the Board President is unable to attend a meeting of the LAFCO Independent Special District Selection Committee.

ARTICLE IX ETHICS TRAINING

- 1) **ETHICS TRAINING.** Pursuant to Gov't Code §53235, all Directors and Managers must complete two hours of such ethics training within one year of their first day of service. Thereafter, each Director and Manager shall receive at least two hours of ethics training every two years. The District will provide information on available ethics training opportunities to the Board at least once annually.
- 2) **RECORD OF TRAINING.** The District must keep records documenting the dates that each Director and Manager satisfied his/her ethics training requirements and the entity that provided the training. Records of each ethics training activity will be kept on file for at least five years from the date of the activity and will be available on the District website during the Director's term in office.