



## KENSINGTON FIRE PROTECTION DISTRICT

December 18, 2024

Board of Directors

**RE:** Election of Officers for 2025

**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

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### Recommended Action

Staff recommends that the Board takes the necessary steps to elect the President, Vice President, and Secretary for 2025.

### Background

In accordance with *Policy 1050 Board Meetings* (attached), the Board will hold an annual organizational meeting at the regular December meeting and elect the President, Vice President, and Secretary for the following calendar year. *Policy 1070 Board Officers* (attached) describes the positions.

### Fiscal Impact

There is no fiscal impact.

**Attachments:** *Policy 1050 Board Meetings*  
*Policy 1070 Board Officers*

disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

**1050.31** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

**1050.40** Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

**1050.50** Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

**1050.60** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**1050.70** The Chairperson and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

**1050.80** Board meeting recordings shall be posted to the District website to allow for public access.

**1050.90** Committees created by formal action of the Board shall comply with the Brown Act.

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY NUMBER and TITLE: 1070 Board Officers**

**1070.10** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. In addition, the Board President shall:

- 1070.11** [Reserved]
- 1070.12** [Reserved]
- 1070.13** Represent and speak for the organization to other organizations and to the public.
- 1070.14** Preside at business meetings.
- 1070.15** Appoint committees.
- 1070.16** Sign letters or documents necessary to carry out the will of the organization.
- 1070.17** Preside at meetings of the Board of Directors or governing board.

**1070.20** The Vice President of the Board of Directors assumes the duties of the President in case of absence or incapacity of the President. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

**1070.30** The Secretary of the Board of Directors shall certify the correctness of the minutes and enter them in the official minute book; sign official documents to attest to their authenticity; and carry on the official correspondence of the organization as directed, except correspondence assigned to other officers.