

<h1>POLICY MANUAL</h1>	Date Adopted: February 9, 1987
Classification: BOARD OF DIRECTORS	Date Last Amended:
Subject: Emergency Issue Consensus	Approved By:

1. It is the policy of the Board of Directors that the following procedures be followed in those circumstances in which a major policy issue comes to the attention of any member of the Board of Directors or General Manager and which requires immediate guidance to the District staff.

2. For purposes of this policy, a major policy issue or controversial occurrence requiring immediate guidance to the District staff is defined as a matter having broad policy implications which:
 - A. involve the political structure of the Board of Directors or its political relationship to the appointing bodies; or,
 - B. involve a significant deviation from existing District policy or practices.

Excluded from this definition are those events or actions involving the following:

 - C. the implementation of contracts;
 - D. the administration of District programs and engineering matters;
 - E. those issues and events for which specific applicable District policy or positions have been established by the Board of Directors.

6. When such an issue arises at a meeting of the Board of Directors it is to be called to the immediate attention of the Chairman who shall determine if it is appropriate for application of this policy. If so, he shall poll the Board members for their consensus. The Chairman shall then verbally inform the District Manager of that consensus and the Manager shall then confirm the same in writing to all Board members. Such written consensus shall be attached as an exhibit to the Minutes of the Board of Directors meeting.

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7. When such a major policy issue or controversial occurrence comes to the attention of any member of the Board of Directors or the General Manager, prior to a meeting of the Board of Directors, that individual shall notify the Chairman of the Board of Directors who shall determine if the reported matter is appropriate for the application of this policy.
8. If the Chairman determines that the reported matter is appropriate for application of this policy, the following procedure shall be implemented at the earliest opportunity:
 - A. The Chairman shall contact each of the other two members of the Administrative Committee, report the issue or occurrence and secure each of the Committee member's opinion and/or position. The Chairman shall endeavor to secure a consensus opinion/position supported by all Administrative Committee members.
 - B. Upon determining the opinion/position and securing a consensus of the Committee, the Chairman shall notify the General Manager of the issue or occurrence and the consensus opinion/position favored by all Administrative Committee members.
 - C. Upon such notification by the Chairman, the General Manager shall prepare a written summary of the issue or occurrence and the consensus opinion/position held by the Committee, which written summary shall be distributed to all Directors and included in the District's Minutes.
6. Depending upon the nature of the issue or occurrence, the consensus opinion/position of the Board or the Committee may include a direction that related public communication on behalf of the District be through a designated spokesperson who may be a member of the Board, staff member, or legal representative. In such cases in which this policy is implemented pursuant to paragraph 4 hereof, the issue or occurrence shall be placed on the agenda of the next meeting of the Board of Directors together with the Committee's consensus opinion/position. The Board of Directors shall, in public session, consider the issue or occurrence and take such action as it may deem appropriate.

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7. When the Chairman is unable to secure a consensus opinion/position of all Committee members relative to a reported issue or occurrence, the Chairman shall notify the General Manager of said issue or occurrence and of the Committee's inability to achieve a consensus opinion/position. The reported matter will be scheduled as an agenda item on the next regular meeting of the Board of Directors and a District position, either acting on the reported matter or declining to act, shall be taken.