

# **General Policies and Procedures For the Castaic Area Town Council**

**Note: What's the difference between policies and procedures?**

Policies and procedures go hand-in-hand to clarify what your organization wants to do and how to do it.

**Policies** -Policies are clear, simple statements of how your organization intends to conduct its services, actions or business. They provide a set of guiding principles to help with decision-making. Policies don't need to be long or complicated – a couple of sentences may be all you need for each policy area.

**Procedures**- Procedures describe how each policy will be put into action in your organization. Each procedure should outline:

- Who will do what
- What steps they need to take
- Which forms or documents to use.

Procedures might just be a few bullet points or instructions. Sometimes they work well as forms, checklists, instructions or flowcharts. Policies and their accompanying procedures will vary between workplaces because they reflect the values, approaches and commitments of a specific organization and its culture. But they share the same role in guiding your organization.

**Article 1: Name**

As stated in the bylaws

**Article 2: Purpose**

As stated in the bylaws

**Article 3: Offices**

As stated in the bylaws

**Article 4: Organization**

**Section 1: Non-Profit**

As stated in the bylaws

**Section 2: Duties and Responsibilities**

As stated in the bylaws

**Section 3: Service Contracts**

Service contracts relating to Town Council business require a (2) two bid minimum and a majority vote of the Council.

**Section 4: Non-Service Contracts**

As stated in the bylaws

**Section 5: Reports**

The president of the Town Council has the power to assign the recording duties to another person or a committee.

**Recordings**

Recordings are retained for all regular meetings only. (Note the Town Council is not generally in session in the month of December).

Recordings from meetings must be retained for (60) sixty days, and recordings are recommended to be retained for up to (2) two years.

Who listens to tape of meetings?

Two Town Council members will listen to the requested tapes for clarification or verification. The Town Council member will be from a different region. Never (2) two Council members from the same region.

**Request:**

All reports requested by the public may be distributed by Certified mail, or in at a meeting of the Town Council.

Time frame for delivery of a report will be thirty days (30) from its request date.

**Charges:**

A \$25.00 per report will be charged, plus a copying fee of (.50) fifty cents per sheet for reports over five pages in length. A surcharge of \$25.00 will be charged for a rush delivery of two weeks.

**Recording copy:**

A charge of \$75.00 per tape will be charged for any official copy of any meeting requested. Personal tape and video recorders will only be allowed at the Regular monthly Town Council meetings.

**Section 6: Records**

As stated in the bylaws

**Article 5: Boundary and Regions**

As stated and reference map shown in the Bylaws

**Section 1: Castaic Area Town Council Boundaries**

As stated in the bylaws

**Section 2: Revision of Region Boundaries**

As stated in the bylaws

**Article 6: Membership**

**Section 1: Members**

As stated in the bylaws

**Section 1: Eligibility**

As stated in the bylaws

### **Section 3: Voting**

As stated in the bylaws

**Membership kits-** Bylaws, Policy and Procedures, nameplate, badge, Certificate of Membership or election, may be supplied by council Secretary.

### **Nomination committee (Membership)**

A committee chairman will be selected from the community in the month of September (in election years or as needed in special election). This chairman will arrange for the election of new members, place ads in local newspaper, set up voting places and chair the ballot count. After the election a written report will be submitted to the Town Council. This is to be submitted in the month of November. The report shall consist of election result and any expenditure incurred for the election.

## **Article 7: Officers**

### **Section 1: Officers**

As stated in the bylaws

### **Section 2: Duties of Officers**

As stated in the bylaws

### **Section 3: Appointed Positions**

As stated in the bylaws

### **Section 4: Election of Officers**

Nomination committee (Officers)

Any Town Council member/s selected at the January general meeting. Will submit a slate of candidates for the Town Council officers. A vote of (2/3) two-thirds approval for each office to be held.

### **Removal of officer by Town Council and replacement of same:**

Due to willful neglect of official duties an officer may be removed. A vote of (2/3) two-thirds approval by the Town Council is necessary to remove any officer of the Town Council. If there are sufficient votes cast in favor to remove, a new ballot will be submitted by Town Council Secretary to the Council membership (See appendix #1). A (2/3) two-thirds vote is needed to elect a replacement officer.

## **Article 8: Meetings**

### **Section 1: Town Meetings**

As stated in the bylaws

#### **A. Planning meeting;**

The purpose of a planning meeting is to set the agenda for the following General Meeting. All Town Council members are encouraged to attend as per their elected responsibility.

**B. Public participation:**

Planning meetings are open to the public; HOWEVER, public participation should be limited to requests by individuals or groups to agendize an item. It may be in person or in writing.

Groups wishing to agendize an issue should send one representative with a verbal presentation of no more than five minutes. Limit to (1) one item per month per individual.

**Section 2: Meeting Date, Time and Place**

Time and location for an event will be announced at the general meeting. Except for any special meetings or event.

**Section 3: Special Meetings**

As stated in the bylaws

**Section 4: Quorum**

As stated in the bylaws

**Section 5: Decisions**

As stated in the bylaws

**Conflicts:**

All possible conflicts need to be disclosed prior to an action or vote by Town Council or the action or vote will be voided.

**Section 6: Public Participation**

As stated in the bylaws

**Section 7: Facilities**

As stated in the bylaws

**Article 9: Committees**

The operation of all committees is subject to overview of the full Town Council.

**Purpose or mission Statement**

A purpose or mission statement should be submitted to the Town Council for review and approval. The statement should serve as a guide to the committee and council.

**Quorum**

Each committee shall decide the size or necessary quorum to fulfill their tasks. Replacement of chairperson if needed. The Town Council has the final authority to replace of any chairperson.

**Section 1: Executive Committee**

As stated in the bylaws

**Section 2: Standing Committees**

As stated in the bylaws

**Section 3: Task Groups**

As stated in the bylaws

**Committee Power/Authority and or responsibility:**

Any group designated by the Town Council as a committee has the power to establish an initial hearing. The group is required to notify all members of the Town Council.

**Conflicts**

All possible conflicts need to be disclosed prior to any action or vote or the vote will become void. Only residents of Castaic may vote on any issue that may come before a committee.

**Section 4: Election Committee**

As stated in the bylaws

**Article 10: Finances**

**Section 1: Auditor**

**Finances Audit:** In January the Treasurer will provide a financial closing report to the Town Council, this is for the purpose of an annual audit. At that time, the Town Council will assign an audit committee.

The Treasurer/Audit Committee shall submit a written report to the Town Council of the financial audit at the March General meeting.

**Section 2: Signature**

As stated in the bylaws

**Section 3: Reimbursement**

**Expenses:** Receipts are required for all expenses. Any expense over \$100.00 needs to be approved by the Town Council prior to expenditure. Food and beverages expenses for special meetings are excluded, but should be approved by Town Council prior to payment.

**Article 11: Records and Reports**

**Section 1: Maintenance of Corporate Records**

As stated in the bylaws

**Section 2: Inspection of Directors**

As stated in the bylaws

**Article 12: Terms of Office**

For purposes of compliance with the by-laws: election or appointed to PARTIAL TERMS (to fill a vacancy or any term less than (4) four years shall not be applied against the (3) three term limit restriction i.e. (3) three full connective terms.

**Section 1: Terms of Office**

As stated in the bylaws

**Article 13: Vacancies and resignations**

**Section 1: Resignations**

As stated in the bylaws

**Section 1: Vacancies**

**Unopposed Candidates:** Should only one qualified applicant file for any vacant council seat, that unopposed candidate(s) shall be appointed by default, no election being necessary.

That unopposed candidate(s) should be sworn into office at the first general meeting subsequent to the close of the filing date.

**Article 14: Removal of members by Town Council**

**Section 1: Grounds for Removal**

As stated in the bylaws

**Section 2: Investigation, Hearing and Final Action by the Castaic Area Town Council Inc.**

As stated in the bylaws

**Article 15: Recall of Town Council by Region**

**Section 1: Recall**

The name of the author/s or group responsible of any recall petition is to be printed on all petition sheets. The type shall be no smaller than (10) ten point. This includes the signature pages. Any pages without language or purpose will not be accepted.

**Article 16: Elections**

**Section 1: Election**

As stated in the bylaws

**Section 2: Qualifications**

As stated in the bylaws

**Section 3: Report**

As stated in the bylaws

**Section 4: Filing Fee**

As stated in the bylaws

**Article 17: Parliamentary Authority**

As stated in the bylaws

**Article 18: Procedure to Amend or Revise Bylaws**

**Section 1: Definitions**

As stated in the bylaws

**Section 2: Amendment**

As stated in the bylaws

**Section 3: Revision**

As stated in the bylaws

**Article 19: Referendum**

As stated in the bylaws

**Article 20: Indemnification and Insurance**

**Section 1: Indemnification**

As stated in the bylaws

**Section 1: Insurance**

As stated in the bylaws

**Article 21: Dissolution of Council and Assets**

As stated in the bylaws

**Article 22: Construction and Definitions**

As stated in the bylaws

**Amended from Originals dated February 21, 2001**

**Approved on Date: December 4, 2014**