

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: USE OF RESOLUTIONS

DATE: October 13, 1989

AMENDED DATE: October 6, 2020

REVIEWED DATE: July 6, 2022

STATEMENT

ACCEL recognizes the need to document significant actions taken by its Board of Directors through the use of a numbered resolution process in order to provide a certified record of certain decisions. The resolution process also provides all Board Members with an opportunity to review a written summation of a proposed action prior to an actual vote on the matter.

Resolutions shall be required for approval of the following items:

- ACCEL Annual Budget - including administrative fees and proposed deposit rates
- Bylaw Amendments
- Change in Membership
- JPA Amendments
- Retro Calculation
- Suspending Program Years

All other significant actions, as determined by the ACCEL President, shall also require the adoption of a resolution.

PROCEDURE

A. Preparation of Resolutions for Inclusion in the Board Agenda Packet

Resolutions shall be prepared by the Program Administrators and included in the Board agenda packet. Should a resolution fail to be submitted in time for inclusion in the regular Board agenda packet, the item shall be removed from the current agenda and placed on the agenda for the following meeting except as provided for in emergency situations.

Upon receipt of a resolution for inclusion in the Board packet, the Program Administrators shall provide the resolution with an appropriate resolution number.

B. Numbering of Resolutions

The ACCEL Secretary, with the assistance of the Program Administrators, shall maintain a record of all resolutions for the Authority. Appropriate indexes shall be maintained.

Resolutions shall be numbered in such a manner as to identify the fiscal year in which action was taken by the Board. Example: 89/90-1 or 89/90-2, etc.

C. Emergency Situations

In an emergency situation, the ACCEL President shall order the matter to be agendized in compliance with the Brown Act. The ACCEL President shall report to the Board the nature of the emergency and indicate the reason immediate action is necessary. A resolution may be presented at that time for action.

Resolutions shall not be distributed at Board meetings for the purpose of action unless emergency action by the Board is required. Emergency action shall require 3/4ths vote of the Board for passage.

D. Resolutions Acted Upon

All resolutions, whether passed or denied, shall be placed on record with the Program Administrators. Resolutions which have been denied shall be stamped in such a manner as to indicate denial to all those who may read the document.

All approved resolutions shall be duly noted and signed by both the President and the Secretary of ACCEL.