ARROWBEAR PARK COUNTY WATER DISTRICT

Policy Handbook

POLICY TITLE: **Adoption and Coordination of Board-Approved Documents**
POLICY NUMBER: **1010**
EFFECTIVE DATE: **10/15/2026**

1010.10 **Purpose.** This policy governs the adoption and amendment of District policies and the coordination of Board-approved documents.

1010.20 **Board-Approved Documents.** A "Board-approved document" is any policy or other document expressly adopted, approved, or incorporated by reference by the Board. Agenda materials are not controlling unless expressly adopted or incorporated. Approved minutes record the Board's action but do not expand or modify it.

1010.30 **Initiation.** Any Director or the General Manager may propose a policy or amendment. At a Director's request, the General Manager shall place the matter on a future agenda, allowing reasonable time for preparation and review.

1010.40 **Distribution and Review.** Before Board action, each Director shall receive the proposed policy or amendment and a reasonable opportunity to review it. It may be distributed in the regular agenda packet or as supplemental material before or at the meeting, subject to applicable notice and disclosure requirements.

1010.50 **Adoption and Amendment.** The Board may adopt or amend a District policy at a regular meeting by a majority vote.

1010.60 **Related Documents.** Before presenting a new or revised Board-approved document, staff shall reasonably review related District documents and report apparent conflicts or needed amendments. Related documents may be updated or repealed at the same or a later meeting, individually or in groups. Failure to identify or update a related document does not invalidate an otherwise lawful Board action.

1010.70 **Controlling Language.** When Board-approved documents contain conflicting language, the document most recently approved by the Board controls only where the documents conflict. This policy does not override applicable law, a court or regulatory order, or a binding agreement.

1010.80 **Administrative Corrections.** The General Manager may correct typographical, formatting, numbering, and cross-reference errors in working copies without changing their meaning or effect. The original Board-approved document shall be preserved. Any substantive change requires Board action.