

**Holiday Island Suburban Improvement District
Code of Regulations**

Sec. 2-33. - Meetings.

(a) Type. The district holds the following types of meetings:

- (1) Regular meetings.
- (2) Special meetings.
- (3) Work sessions.
- (4) Executive sessions.

Official actions will be made only in regular meetings and special meetings. Executive sessions can be held only in regular meetings and special meetings, in accordance with the Freedom of Information Act of 1967 (A.C.A. § 25-19-101 et seq.).

(b) Meeting place. The meetings shall be at locations identified by the board in appropriate public notices.

(c) Meetings. The regular meetings shall be conducted on the fourth Monday of each month and, when determined necessary by the board, a work session will be conducted on the third Monday of each month. In the event that any meeting falls on a HISID recognized holiday, such meeting may be held on the immediately following Tuesday. Nothing herein shall be construed to prevent the board from cancelling or rescheduling any meeting as it may see fit. Meetings shall be held as often as the needs of the district require. A meeting may be called at any time by the chair or any three members of the board by informing the other commissioners of the date, time and place of such meeting and the purpose or purposes for which the meeting is to be held. When such meeting is called, the district manager will be informed by the chair or the commissioners calling such meeting so that public notification can be made.

(d) Reserved.

(e) Quorum. Three members of the board shall constitute a quorum at any meeting.

(f) Attendance. Whenever any member of the board fails to attend a majority of the meetings of the board during any six-month period, the board shall declare the position vacant and the position shall be filled in the same manner as for vacancies in accordance with A.C.A. § 14-92-209.

(g) Vacancies. Vacancies occurring on the board shall be filled until the annual election by a majority vote of the remaining commissioners. At the annual election, the position shall be filled for the remainder of the unexpired term in accordance with A.C.A. § 14-92-209.

(h) Order of business. The order of business of the regular meetings of said board shall be as follows:

- (1) Call to order.
- (2) Pledge of allegiance.
- (3) Roll call.
- (4) Declaration of a quorum.
- (5) Approve agenda.
- (6) Approve minutes.
- (7) Ceremonial (introductions, recognitions, proclamations, and in memoriam).
- (8) Announcements.
- (9) Public comments (three-minute time limit and the Board will not read any person's comments)
- (10) Reports.
- (11) Business (discussion, public comments [3-minute time limit], action).
- ~~(12) Public comments.~~
- (13) Commissioner comments.
- (14) Commissioner agenda scheduling.
- (15) Adjournment.

(i) Adjournment. Any meeting of the board, whether regular or special, may be recessed for any specified period of time to be subsequently reconvened, and it shall constitute one and the same meeting. All meetings are ended upon adjournment. Any subsequent meeting following a meeting that has been adjourned shall be considered a separate meeting, subject to notification as specified herein and in compliance with the Freedom of Information Act of 1967.

(j) Holidays. A meeting of the board may be legally held on a day which shall fall upon a holiday.

(Reg. No. 23-2002(1), § 3, 10-28-2002; Ord. No. 2013-02, §§ 1—3, 3-25-2013; Reg. No. 2016-002, § 1, 6-20-2016; Reg. No. 2022-001, § 1, 3-31-2022)