

Number: **BP 018**

Authority: Board of Directors
Adopted: March 17, 2026
Revised:
Dept./Div.: Administration



BOARD POLICY

ORDINANCE AND RESOLUTION ADOPTION POLICY

ARTICLE 1 PURPOSE

- 1.1 The purpose of this policy is to set forth the procedures for the introduction and passage of ordinances and resolutions by the Ironhouse Sanitary District (“District”) Board of Directors to ensure consistent procedures and compliance with relevant laws, including Health & Safety Code section 6490.

ARTICLE 2 POLICY

- 2.1 It is the policy of the District that ordinances and resolutions shall be adopted by consistent adherence to the procedures outlined in this Policy, the provisions of Health & Safety Code sections 6490 and 6491, and all other applicable laws.

ARTICLE 3 DEFINITIONS

- 3.1 Ordinance: a general regulation creating permanent rules or requirements for issues within the District’s jurisdiction.
- 3.2 Resolution: a formal expression of opinion, intent, or policy on a temporary or specific matter which does not seek to impose a general regulation.

ARTICLE 4 PROCEDURES

- 4.1 **Procedure for Adopting Ordinances:** Ordinances shall be adopted in accordance with the following procedure:
1. The proposed ordinance is agendized and voted on at a public meeting of the Board of Directors.
 2. If the Board of Directors votes to pass the ordinance, the ordinance must be entered into the minutes of the meeting.
 3. Following the vote of approval by the Board, the ordinance must be published as follows:

- a. Publish or Post: If there is a newspaper published within the District, then the ordinance must be published once in the newspaper. If there is no newspaper being published within the District, then the ordinance must be posted for one week in three public places within the District.
 - b. Summary or Display Advertisement: Except as provided in subsection 3(b)(i) below, the publication or posting of the ordinance must include a summary of the ordinance prepared by an official designated by the board, including the names of those Board members who voted for and against the ordinance. A certified copy of the ordinances and the voting list must be posted in the office of the District Secretary.
 - i. If the official designated by the Board with the responsibility for preparing the publication determines that it is not feasible to prepare an adequate summary of the ordinance, and if the Board so orders, a display advertisement of at least one-quarter of a page may be published in a newspaper within the District in lieu of the summary described in section 3(b). This advertisement shall indicate the general nature of, and provide sufficient information about the ordinance to enable the public to obtain copies of the complete text and the names of the Board members voting for and against the ordinance.
 4. After completion of the publication period, the Board makes a subsequent order that the publication or posting has been made in accordance with these procedures.
 5. The ordinance shall take effect upon expiration of the week of publication or posting.
- 4.2 **Procedure for Adopting Resolutions:** Resolutions shall be adopted in accordance with the following procedure:
1. The proposed resolution is agendaized and voted on at a public meeting of the Board of Directors.
 2. If the Board of Directors votes to pass the resolution, the ordinance must be entered into the minutes of the meeting.
 3. The resolution takes effect upon adoption at the Board meeting, unless otherwise specified in the particular resolution being adopted.
- 4.3 **Procedure for Adopting Codes and Specifications:** The Board may choose to adopt codes or specifications controlling the manner of construction, repair, maintenance, and operation of its facilities and systems. To adopt such codes or specifications, the Board must:
1. Approve an ordinance or general regulation adopting the code or specification by following the procedures in Section 3.1 of this policy.

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2. The code or specification being adopted need not be set forth in full in the ordinance or regulation. Rather, the code or specification may be incorporated therein by reference.
3. Copies of any codes or specifications adopted by the District must be available for examination in the office of the District Secretary at all times.