

R.C.C.C. RIVER CITY CORRECTIONAL CENTER  POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
SECTION: Administration	DATE REVIEWED: 3/3/08
SUBJECT: Facility Governing Board Meetings	
DRC CBCF STANDARD: Facility Specific #1	
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## I. POLICY

The Facility Governing Board (FGB) of R.C.C.C. holds meetings at least semi-annually with the Executive Director in order to facilitate communication, establish policy, explore problems, ensure conformity to legal and fiscal requirements and implement offender residential programs.

## II. PROCEDURES

1. The Board establishes semi-annual meeting dates and times for the next calendar year at its last semi-annual meeting of the previous year.
2. When feasible, the Board is given the opportunity to review an agenda and any relevant paperwork prior to the meeting via an informational packet sent by the Executive Director or designee.
3. Committees established by the Board meet with the Executive Director or designee to review, resolve and/or approve issues that need consideration and disposition prior to the next meeting.
4. The committees, Executive Director or designee reports to the Board any decisions made during meetings of same.
5. A quorum consists of five representative members and will be defined by the FGB on an annual basis based on their committee membership at that time. A majority of the quorum governs. Notwithstanding the above provision, any member may vote in writing on any item set forth on the agenda and such vote is counted on such item for quorum purposes provided such written vote is presented at such meeting.