

Duties of the Board and Board Members

B-10

PURPOSE: This policy establishes the responsibilities, duties and limitations of the Board and individual Board members.

B-10-10 Policy Role. The primary responsibility of the Board shall be the formulation and evaluation of policy. Routine operation of the District shall be delegated to the District Manager and to other members of the District staff, as appropriate. The Board and individual Board Members shall have no authority over day-to-day operations of the District.

B-10-20 Limits on Commitments. Individual Board Members or a group of Board Members representing less than a quorum of the Board shall not imply or express any commitment of the Board or the District.

B-10-30 Obtaining Information. Board Members may obtain information from other Board Members or the District Manager in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926). In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should ordinarily be referred directly to the District Manager for access to legal counsel. Individual inquiries by a Board Member to the District Manager will ordinarily be responded to by addressing the response to the entire Board in order to insure that all Board Members are fully informed and have the same information.

B-10-40 Personal Conduct. Board Members shall conduct themselves with dignity, shall treat other Board Members and District Staff with courtesy, shall respect the rights of other Board Members to give opinions, shall listen attentively and respond appropriately in a professional manner, give first priority to the needs and best interests of the District, and emphasize the positive. Differing viewpoints are healthy in the decision-making process. Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole. Once the Board of Directors takes action, Directors should commit to supporting the collective Board action and not to create barriers to the implementation of said action. Board members should use the District Strategic Plan as a general basis and focus when developing and considering future policy. When a Director believes he/she may have a conflict of interest, the California Fair Political Practices Commission or District Legal Counsel, as applicable, shall be requested to make a determination as to its existence.

B-10-50 Focus on Issues. Board Members shall focus on issues and not personalities, respect differing points of view, disagree without being disagreeable, and once the Board has acted, support the action of the Board.

B-10-60 Complaints. The needs of the District's constituents should be the priority of the Board of Directors. Board Members shall refer customer complaints directly to the District Manager, report public health and safety concerns immediately to the District Manager, and seek clarification and information from the District Manager on such issues as policy, personnel,

legal action, land acquisition and development, finances, and other matters related to the operation of the District.

B-10-70 Interactions with District Personnel. If approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager.

B-10-80 Meeting Attendance. Members of the Board of Directors are expected to attend all regular and special meetings of the Board unless there is good cause for absence. In the event that a Board Member is absent without permission from all regular Board meetings for 70 days consecutively from the last regular meeting he or she attended, his or her office becomes vacant and shall be filled as any other vacancy.