

DIVISION II BOARD OF DIRECTORS

Section 2.01 Organization of Board

The Board shall consist of five (5) Directors, each of whom, whether elected or appointed, shall be a registered voter within District.

Section 2.02 Purpose

Directors work collectively as a legislative Board to accomplish the mission of the District through formulation and evaluation of policy and general direction to District management.

Directors function as a part of the Board and have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

Section 2.03 Term of Office

The term of office of each Director, other than directors appointed to fill an unexpired term, shall be four (4) years. Elections are staggered and held every even-numbered year.

Section 2.04 Officers

The Board will elect (usually in December) a President and Vice President from among its members to serve during the coming calendar year.

Section 2.05 President

The President of the Board shall serve as chairperson at Board meetings. The President shall have the same rights as the other Directors in voting, introducing motions, resolutions and ordinances, and in any discussion.

Section 2.06 Vice President

In the absence of the President, the Vice President shall serve as chairperson at Board meetings.

If the President and Vice President are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

Section 2.07 Job Description

A Job Description, outlining the duties and qualifications of a Board member/Director, was approved and adopted by the Board of Directors on 10/26/95. Revisions to the Job Description may be made by the Board from time to time in order to remain current.

Section 2.08 Attendance at Meetings

Directors shall attend all meetings of the Board unless there is good cause for absence.

Section 2.09 Compensation

Directors receive a monthly "Director's Fee," the amount of which shall be established by resolution of the Board.

Section 2.10 Reimbursement of Travel Expenses

Actual business and travel expenses in connection with official duties are reimbursed at cost or per District policy.

Section 2.11 Preparation for Meetings

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board. Information may be requested from staff before meetings.

Section 2.12 Conflict of Interest

Directors shall abstain from participating in consideration or discussion of any item involving a personal or financial conflict of interest, as defined in the District Conflict of Interest Code. However, unless such a conflict of interest exists, Directors should not abstain from the Board's decision making responsibilities.

Section 2.13 Training, Education & Conferences

First term Directors are required to complete at least one course from the Special District and Local Government Institute, California Special District Association, or equivalent, within one year of taking office and shall be certified in Special District Leadership & Management within two (2) years from taking office; attend at least one (1) continuing educational conference and/or professional meeting when the purpose of such activity is to improve District operations and/or to further the Director's professional development and to fulfill mandated training requirements. (Amended by Ord 2009-01)

Section 2.14 Complaints

Complaints from residents and property owners of the District should be referred to the General Manager.

Section 2.15 Safety Concerns

Items related to safety or concerns for safety or hazards should be reported to the General Manager.

Section 2.16 Clarification of Policy

Clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming should be referred directly to the General Manager.

Section 2.17 Constituent Requests

When responding to constituent requests and concerns, Directors should be courteous and respond in a positive manner. Questions and requests should be referred to the General Manager.

Section 2.18 General Manager

Directors should develop a working relationship with the General Manager wherein current issues, concerns and projects can be discussed comfortably and openly.