

# *Ponderosa Community Services District*

**Policy Title:** Board Members

**Policy Number:** 107

**107.1** Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at a regular meeting in December. At this meeting the Board will discuss and determine organizational positions from among its members to serve during the coming calendar year, will appoint the Office Manager as the Board's Secretary and will appoint the General Manager to serve as Safety Officer. The Board will elect a Board President and Vice President from among its members following the biennial general election of directors.

**107.2** Members of the Board of Directors shall attend all regular meetings and special meetings of the Board unless there is a good cause for absence.

**107.3** A vacancy shall occur if any member ceases to discharge the duty of his/her office for a period of three (3) consecutive months except as authorized and excused by the Board of Directors.

**107.4** The Ponderosa Community Services District Board of Directors is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

**107.4.1** The dignity, style, values and opinions of each Director shall be respected. Responsiveness and attentive listening in communication is encouraged;

**107.4.2** The needs of the District's constituents should be the priority of the Board of Directors;

**107.4.3** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District;

**107.4.4** Differing viewpoints are healthy in the decision making process. Individuals have the right to disagree with ideas and opinions but not to be disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action.

**107.5** Directors should practice the following procedures:

**107.5.1** In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision-making;

**107.5.2** In handling complaints from residents and property owners of the District, said complaints should be referred directly to the appropriate coordinator;

**107.5.3** In handling items related to safety, concerns for safety hazards should be reported to the General Manager and the Board. Emergency situations should be dealt with immediately by seeking appropriate assistance;

**107.5.4** In presenting items for discussion at Board meetings follow Policy 102: Board Meeting Agenda;

**107.5.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances and programming, said concerns should be referred directly to the appropriate coordinator, President and/or Office Manager.

**107.6** Directors should not give work instructions directly to District employees. Directors should always direct their comments or suggestions to the employee's coordinator. The chain of command should be supported.

**107.6.1** No Board member shall discuss employee job performance at a public board meeting. Job discussions should always be conducted in closed session with the employee's supervisor per California labor laws.

**107.7** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**107.7.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff before meetings or exchanged between Directors within constraints of the open meeting laws (described in the Brown ACT);

**107.7.2** Written information that is exchanged before meetings shall be distributed through the Office Manager, and Directors will receive all information being distributed.

**107.8** Directors shall defer to the President for conduct of the meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

**107.9** Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

**107.10** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.

**107.11** Directors should function as a part of a whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**107.12** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

**107.13** Issues or problems that result in a lengthy discussion should be resolved outside of the regular monthly business meeting. Either a committee may be formed to find a solution and bring suggestions back to the board for discussion or a special meeting can be arranged as determined by the board.