

Trinity Center Community Services District
Policy Manual

Policy Title: Responsibility of Board Members

Policy Number: 104

Date: May 6, 2008

104.10 Director Attendance and Participation

104.101 Members of the Board of Directors are expected to attend all regular and special meetings unless there is good cause for absence. If unable to attend meetings, the member will notify the Secretary as early as possible.

104.102 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months without notifying the Board of Directors.

104.103 Directors are encouraged to actively participate in Board meeting discussions and will encourage participation of TCCSD constituents in meetings and discussions of topics of interest.

104.104 Directors are expected to work on District business between meetings as required and to participate in activities to raise additional funds for the VFD.

104.105 Board members will understand and observe "Ralph M. Brown" Act regulations pertaining to elected officials of public bodies.

104.20 Training and Education

104.201 Continuing education of the Board of Directors and staff members is encouraged. This can take the form of formal training sessions and/or informal self guided education.

104.202 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. There is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

104.203 The District may encourage Board member development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

104.204 Attendance by Directors or staff of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs. Reimbursable costs shall be minimized by use of reasonable accommodations and expenditures.

104.205 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District.

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Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

104.206 The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state and local associations as may exist which have applicability to the functions of the District and shall look upon such memberships as an opportunity for in-service training. The expense for such memberships must be approved by the Board of Directors prior to joining.

104.30 Basis of Authority

104.301 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

104.302 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.

104.40 Director Vacancies

104.401 Should a Board Director position become vacant for any reason the remaining Board members will appoint a new Director to the position within 45 days. Appointment requires at least three Directors voting for the candidate regardless of the number of Directors present.

104.401.1 The vacant position will be posted at the TC Fire Hall, Jaktri Market, the TC Post Office and, when practical, on line at the community web site (northtrinitylake.com) for at least 30 days prior to Board action on the appointment. The position posting will include a name and address for submittal.

104.401.2 All candidate submittals will be thoughtfully considered. Review of the submitted applications will be done in an open Board meeting, but Board member discussion and voting will be done in closed session. The open session will be reconvened immediately after voting to announce the results, including the vote count for each candidate. If no candidates get the required number of votes, a special District election may be required.

104.401.3 Conflict of Interest, Economic Interest and any other County required forms will be submitted to the State and County within 10 days of appointment.

104.401.4 The appointed Director will inherit the election cycle of the departing Director and will require re-election or County appointment when the departing Director normally would have.

104.50 Establishment of Informal Board Committees

104.501 The Board Chairperson shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board.

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The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

104.502 The following shall be standing committees of the Board:

104.502.1 Budget Committee

104.502.2 TBD

104.503 The Board Chairman shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

104.504 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns. Said assignment may be made by the Board Chairman, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

104.505 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

104.506 Per Brown Act requirements, special or standing committees shall not include more than two Directors at any one time, either as assigned members or as meeting participants.

104.60 Code of Ethics

104.601 The Board of Directors of TCCSD is committed to providing excellence in legislative leadership that results in the highest quality of services to its constituents. Behavior between and among members of the Board of Directors is important to this goal, therefore the following rules shall be observed.

104.601.1 Respect the dignity, style, values and opinions of each Director.

104.601.2 Responsiveness and attentive listening in communication.

104.601.3 The needs of the District's constituents shall be the priority of the Board of Directors.

104.601.4 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

104.601.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

104.601.6 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.

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- 104.602 Directors should practice the following procedures:
- 104.602.1 The Board of Directors is responsible for setting policy and for execution of routine matters concerning the operational aspects of the District.
 - 104.602.2 In seeking clarification on informational items, Directors may directly approach others to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - 104.602.3 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Board of Directors.
 - 104.602.4 In handling items related to safety, concerns for safety or hazards should be reported to the Board of Directors and/or Chairman. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - 104.602.5 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and assure that the request or concern is addressed by the appropriate party and that the constituent receives feedback.
 - 104.602.6 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
 - 104.602.7 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

104.70 Conflict of Interest Situations

- 104.701 TCCSD officials and employees may not make District decisions that affect their personal financial interests or from which they receive personal gain in other forms.
- 104.702 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference constitute the conflict of interest code of the Trinity Center Community Services District.
- 104.703 TCCSD Directors shall file statements of economic interests with the Clerk of the County of Trinity.

104.80 Guidelines for Accepting and Providing Gifts, Entertainment, and Services

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- 104.801 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:
- 104.801.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value;
 - 104.801.2 Does not impose any sense of obligation on either the giver or the receiver;
 - 104.801.3 Does not result in any kind of special or favored treatment;
 - 104.801.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense;
 - 104.801.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.