



## BOARD POLICIES

Adopted by the Board of Directors on January 15, 2020





# ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd., San Rafael, CA 94901

[www.rvsd.org](http://www.rvsd.org)

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## PURPOSE

To provide guidelines for filling Board vacancies.

## BOARD GUIDELINES FOR FILLING BOARD VACANCIES

There are two approaches to be considered by the Board of Directors in its discretion:

### A. Immediate Appointment.

1. Agenda item re: Board appointment to fill vacancy on Board of Directors.
2. Public discussion at open meeting.
3. Public vote by remaining Board members.

### B. Public Solicitation for Candidates.

1. A press release shall be issued notifying the public of the vacancy and setting out the selection process.
2. Notice of Vacancy. A Notice shall be prepared setting out basic information about the District, the term of the Vacancy, the date by which the application must be received, who to contact regarding obtaining the application form, the selection process, etc.
  - a. The Notice of Vacancy shall be sent to the Marin County Board of Supervisors, City Councils within the District and other governmental bodies as deemed appropriate.
  - b. The Notice of Vacancy shall be sent to various organizations that might be
  - c. The Notice of Vacancy shall be sent to various organizations that might be interested in the activities of the District, i.e. League of Women Voters, Marin Conservation League, Marin Builders Exchange.
3. An application form shall be prepared on which the candidate shall put background information regarding his/her activities and experience. This form shall contain space in which the candidate can indicate why he/she wishes to become the member of the Board of Directors.
4. A pamphlet shall be prepared giving information on the District such as history and size, purpose and functions, budget information, sources of revenue, names of Board members, etc. To the pamphlet should be attached the District's Sanitary Code and Board Policies.
5. Interviews shall then be held with the candidates at an open Board meeting, either regular or special. Prior to commencing the interviews, the Board President shall read a statement noting



## POLICY – FILLING BOARD VACANCIES

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that it is illegal for the Board of Directors to interview candidates in closed session and requesting that candidates voluntarily leave the room while each other candidate is being interviewed.

A Standard set of five or six questions will be prepared prior to the meeting, which questions shall be asked of all candidates. Individual Board members shall be permitted to ask additional questions of each candidate as deemed appropriate.

6. A vote shall then be held in public to determine the winning candidate.



## PURPOSE

To define guidelines and expectations in regard to Board Members' attendance of Board meetings.

## POLICY STATEMENT

Board members are expected to attend all Board meetings and shall make every effort to do so. Absence from three consecutive meetings or absence from more than one-third of all meetings in one calendar year shall constitute abandonment of office and the office shall be deemed vacant. In order to be deemed to have been in attendance at a Board meeting, a Board member must have been present for at least three-fourths of the time duration of the meeting. In the event of an absence, the Board member shall notify the President of the Board in advance of the meeting.





### PURPOSE

Provide greater public access to Board Meetings.

### POLICY STATEMENT

1. Televising video of Board Meetings utilizing Public Access Television.
2. Provide access to videos of Board Meetings through RVSD.org.

Note: Actions above are listed in priority of recommended implementation.

# POLICY – SETTING THE DATE(S) OF BOARD'S REGULAR MONTHLY MEETINGS

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NOTES Adopted at the September 26, 2012 Board Meeting by Resolution No. 12-1453 The Resolution was published in the Marin Independent Journal

## PURPOSE

To establish the most effective and productive schedule for the regular monthly meetings of the District's Board.

## POLICY STATEMENT

The District Board's regular meeting will be held on the third Wednesday of the month. A second meeting of the month may be scheduled at the discretion of the Board if it is determined to be necessary.



### POLICY

The Ross Valley Sanitary District, in compliance with Assembly Bill 1234 (AB 1234) and best practices in local government, requires elected Board members and certain key District staff to regularly refresh their knowledge of public service ethics laws and principles by attending a two-hour training in ethics principles and laws every two years.

The training must cover general ethics principles relating to public service and ethics laws including:

- Laws relating to personal financial gain by public officials (including bribery and conflict of interest laws);
- Laws relating to office-holder perks, including gifts and travel restrictions, personal and political use of public resources and prohibitions against gifts of public funds;
- Governmental transparency laws, including financial disclosure requirements and open government laws (the Brown Act and Public Records Act);
- Law relating to fair processes, including fair contracting requirements, common law bias requirements and due process.

### PROCEDURES FOR TRAINING AND CERTIFICATION

Newly-elected Board members, and newly-hired employees in the job classifications of General Manager and other managerial staff must receive ethics training within one (1) year of starting their service to the District. Thereafter, they must receive the training every two years. To the extent feasible, each training should be completed within 24 months of the prior training. For example, if an official or staff member received the required training on May 15, 2011, the official would need to receive training again on or before May 14, 2013.

When Board members and District staff receive the training, they will be provided with certificates of attendance. They must provide copies of certification of attendance to the District's General Manager, who serves as the custodian of records. These documents must be maintained as public records subject to disclosure to the media, the public, and others for at least five years.

### TRAINING RESOURCES

The District will provide Board members and staff subject to this policy, with a list of options for satisfying the training requirement at least once a year. The training can occur Mandatory Ethics Training Policy I n-Person, Online, Or On A Self-Study Basis. The Attorney General's Guidelines Require That The Ethics Law Portion Be Given By Attorneys Licensed To Practice Law In California And Knowledgeable About California's Ethics Laws. The District Is Not Required To Provide The Training, But May Choose To Do So.



### BROWN ACT COMPLIANCE

In the event that the District provides AB 1234 Ethics training as a group session for Board members, the training meeting must be open to the public and properly noticed in accordance with the Brown Act.

AB 1234 training that is offered at conference sessions is subject to the conference session exception to the Brown Act. The conference must be open to the public and attendees must be mindful of restrictions on discussing items with colleagues.



### BOARD OF DIRECTOR'S BASIS OF AUTHORITY

#### PURPOSE

This policy defines the Board of Directors' basis of authority.

The Ross Valley Sanitary District Board of Directors Shall Act Only At Regular, Regularly Adjourned, Or Special Meetings, As Provided By State Law.

The Board is the legislative body, and functions as the District's policymaking body. Individual Directors shall have no power to act for the District, or for the Board of Directors, or to direct District staff, except as authorized by the Board of Directors. Individual Directors do not represent any fractional segment or region of the community but are part of the body that represents and acts for the District as a whole.

Since Directors are elected officials, no Director may delegate his/her authority to act as a Director.

A Quorum. Until a quorum is present, there can be no meeting of the Board of Directors. The presence of a minimum of three (3) Board members is required to constitute a quorum.

### COMMUNICATIONS

#### PURPOSE

This Policy Establishes the Proper Procedures Regarding Communication with And By Board Members.

Primary Communication. Routine communication between the District Office and Board Members shall be by e-mail or by other agreed and effective means. In general, it is expected that Board members shall communicate with the District via email when outside the District office. Board members should refrain from using any communication method that may result in a serial meeting. For example, Board members should refrain from using the "reply all" function to respond to emails sent to the Board, and should not use email to develop a consensus on any issue

Provision for Communications. The District may provide appropriate and necessary equipment and/or services to allow for reasonable communications with the District by Board members. The District provides each Board member their own "@rvsd.org" email address. If Board members wish to use email to communicate on Board and District issues or conduct District business, they must do so only through this @rvsd.org address, and not through personal email addresses.

Tone and Content of Communications. Regardless of the format, Board members' communications should reflect the highest degree of professionalism and respect, consistent with their role as representatives of the District and Board. As discussed in further detail below, Board members are barred by law from



disclosing information discussed in closed session Board meetings (except under certain limited circumstances). Board members must not disclose, or forward privileged information provided by the District's counsel or consultants, received in the course of privileged settlement negotiations, or otherwise exempt by law from public disclosure. As to other sensitive topics (for example, staffing issues, political differences, or personal disagreements), Board members are expected to conduct themselves with discretion and professionalism appropriate to their office.

### **CORRESPONDENCE TO AND FROM DIRECTORS**

Directors may wish to have correspondence written to residents, businesses or other entities. Typically, the General Manager and/or Board President (per Decision made by the entire Board of Directors) shall be charged with transmitting the District's position on matters to the residents, businesses or other entities for the District. To the extent that Directors communicate with staff, other Board members, consultants or members of the public individually, those communications should be consistent with the principles outlined in this Communications Policy.

### **RESPONDING TO PUBLIC COMMUNICATIONS**

When Directors receive a complaint or inquiry from the public regarding the District's services and/or staff, the Director should acknowledge the complaint/inquiry without making any promise or comment as to what will happen on behalf of the District and forward the message to the General Manager or the President of the Board for review with the Manager. Directors are encouraged to engage the public on matters of District interest and concern but cannot guarantee an outcome or result before the Board has acted.

### **SPEAKING FOR THE DISTRICT**

Board members may not take positions on behalf of the District without the express prior permission and direction of the District and its Board. When Directors are asked for the District's position on an issue, the response should reflect the position of the District Board as a whole. A Director may clarify his/her position on an issue if requested to do so. However, any action by the Board of Directors is an action by the whole, and it is then the "District's position" on the matter. The official spokesperson for the District is the President of the Board or their designee. As circumstances warrant, the designee may be (but is not limited to) the General Manager or other personnel whom the President of the Board identifies as an appropriate spokesperson for the District.

### **CONFIDENTIAL INFORMATION**

Board members are restricted by law from disclosure of information, the content, context or substance of any discussion regarding any subject matter of, and which took place in Closed Session or that which qualifies as confidential information to a person not authorized to receive it, that; (a) is protected from disclosure under the attorney/client or other evidentiary privilege, or (b) not required to be disclosed under the California Public Records Act. In addition to any other penalty or remedy provided by law,



Directors may be subject to disciplinary action or censure by the Board who may decide by majority vote at a noticed meeting of such violation, whether a hearing conducted by the Board deems the violation to be official misconduct, which may require Board members provide testimony before a criminal grand jury. If convicted under Section 3060 of the Government Code, such a violation would be cause for removal from office.

### **EMAIL USAGE**

Board members should use their “@rvsd.org” email account to distribute information among Board members, employees, business contacts and the public and to conduct any other District or Board business. Board members are responsible for checking their incoming email frequently, reading its contents and responding in a timely manner. All email messages received at or sent through the District server system, including emails sent and received by Board members’ rvsd.org email addresses, are property of the District and are not private.

Email messages may constitute “public records” and accordingly, unless exempt under the provisions of the California Public Records Act, may be subject to disclosure in response to a public records request. Emails may also be subpoenaed as evidence in litigation. The District reserves the right to access and disclose all messages sent over its computer network and email system for any lawful purpose.

Messages transmitted over the District email system should be those involved in District business activities for the accomplishment of business-related tasks or any communication directly related to District business, administration or practices. The District email system should be not be used for personal correspondence.

Directors are responsible for the content of all text, audio, or images that they place or send over the District computer network. Messages with fraudulent, harassing, abusive, obscene, vulgar, profane, offensive, or sexually suggestive content are prohibited. Messages with derogatory or inflammatory remarks related to a person’s membership in any protected class are prohibited, and email users are not permitted to attempt to obscure the origin of any message.

### **BROWN ACT CONSIDERATIONS**

Pursuant to the California law known as the Brown Act, all meeting of public bodies shall be open and public. The Brown Act prohibits serial meetings that are conducted through direct communications, intermediaries or technological devices such as email, for the purpose of developing a collective concurrence as to action to be taken. The District email system may be used to distribute information, schedule meetings and communicate on an individual basis between City staff and members of a legislative body. However, members of the Board may not deliberate issues of concern to the District through the use of email or poll each other concerning District business. Likewise, District staff may not

## POLICY – BOARD BASIS OF AUTHORITY

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poll members of the legislative body concerning issues. Meeting notices may be sent via email, but these exchanges do not substitute Brown Act meeting notice requirements.





### PURPOSE

This policy establishes the District's procedures for the annual evaluation of the General Manager.

The General Manager's employment with the District. The Ross Valley Sanitary District provides employment for the General Manager through an employment agreement. Through such agreement, the District employs the General Manager to perform such functions and duties under the direction of and specified by The Board Of Directors of The District ("District Board") and as set forth in the General Manager's written job description.

The agreement notes that performance evaluations are an important way for the District Board and its General Manager to ensure effective communications about expectations and performance.

To assure that the General Manager receives feedback, the District Board shall conduct an evaluation of performance at least once each year, typically starting in September. However, performance evaluations, for the purpose of midcourse corrections, may occur quarterly or several times during each calendar year. As part of the evaluation process, the Board may consider merit-based increases and market-based compensation or benefits adjustments.

The process for the annual evaluation is given below:

1. On at least an annual basis, the Board shall choose two Board members (the "review committee") to coordinate the review process. At this time, the General Manager will be asked to prepare a summary document outlining particular accomplishments over the previous period.
2. Legal Counsel prepares a Board questionnaire and transmits it to the Board.
3. Legal Counsel collects and compiles Board member questionnaires and delivers them to the review committee, and the General Manager submits his or her self-review to the committee.
4. The review committee assesses the materials, including but not limited to the General Manager's self-review and performance goals and objectives, and prepares a document outlining a summary of the last period's accomplishments, and further, using the data from the questionnaire, determines the average ranking of the General Manager's performance.
5. The review committee, with assistance from District staff or Counsel, performs a salary survey of comparable agencies and positions.
6. The review committee creates a formal recommendation for the Board's consideration, which may include adjustments to compensation or benefits. The formal recommendation will consider the



results of the performance evaluation and salary survey. The formal recommendation is presented to the board for its consideration during a closed session, without the presence of the general manager.

7. The Board members are instructed to prepare any comments they may have and to send via e-mail their comments to the review committee in an allotted period of time following the closed session, and the review committee prepares a final report that is representative of the Board's review of the General Manager, incorporating other Board member comments.
8. The final report is presented to the General Manager in closed session for discussion.
9. In open session, the Board considers and votes on any modifications to the employment agreement.
10. Within 60 days of presentation of the final report to the General Manager in closed session, the General Manager shall prepare written performance goals and objectives for the following for review and approval by the review committee.



### POLICY

No Board Member may participate in a board meeting by telephone or video unless the District is in compliance with the Brown Act's provisions regarding teleconferencing.

### PURPOSE

This policy establishes the board's policy on allowing board members to participate in board meetings by teleconference.

### LEGAL BACKGROUND

Under the Brown Act, a "teleconference" is a "meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." (Govt. Code section 54953(b)(4)). Teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body.

Legislative bodies may use teleconferencing under the following conditions: (1) the legislative body must post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body; (2) each teleconference location shall be identified in the agenda, and each teleconference location shall be accessible to the public; (3) during the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the agency; and (4) the agenda must provide an opportunity for members of the public to address the legislative body directly at each teleconference location.



### PURPOSE

This policy provides clarity regarding the Board’s associations locally and outside the District.

The District holds membership in and attends meetings of associations which have applicability to the functions of the District and shall look upon such memberships as an opportunity for in-service training. Specifically, the District maintains membership in the California Special Districts Association (CSDA) and in the California Association of Sanitation Agencies (CASA).

At the Regular Board Meeting in July of each year, the Board shall appoint representatives to associations and memberships. Historically, the District Board has named representatives to participate in activities and meetings hosted by the California Sanitation Risk Management Authority (CSRMA), Central Marin Sanitation Agency (CMSA), and the North Bay Watershed Association (NBWA). Commissioners and representatives who vote or hold a formal position while representing the District recognize that they are representing the opinions of the Board as a body.

When Board members are attending meetings of their own interest, which are ancillary to District business, and not specifically representative of the Board, members are cautioned that they are not authorized to officially represent the Board. Such meetings are not considered eligible for compensation per District Board Compensation policy. However, the Board may at times specifically assign its members to such meetings as it serves the District’s business.



### PURPOSE

Board of Director Norms and Values are in place to ensure that the Board represents the ratepayers of the Ross Valley Sanitary District with proper and effective governance practices while working with the public, each other, and District staff. As such, the following Board Norms and Values guide this and future Boards.

Norms and Values of Board Membership – As a part of normal practice, Board members should:

- Identify and respect the needs of the District’s constituents.
- Respect the dignity, style, values and opinions of each Director.
- Practice responsiveness and attentive listening to public, staff, and others on the Board.
- Commit to emphasizing positive forms of interaction and communication.

Be open to the presentation of the opinions of others. Understand that differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable.

- Commit to being supportive of the process that results in Board action.

# POLICY – BOARD DEVELOPMENT, TRAINING, AND EDUCATION

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## PURPOSE

This policy provides clarity for both current and future Board members regarding opportunities for Board development, training and education.

- a. Board Required Training – All Board members are required by law to have the following training:
  1. AB1234 Ethics training within the first year of taking office and every other year thereafter.
  2. Harassment Prevention training within the first year of taking office and every other year thereafter.
- b. New Board Member Orientation - The District will provide a new Board member orientation. This orientation will provide new Board members important information, allowing them to become as effective as possible as soon as possible. The District will conduct new Board member orientation not later than the second Board meeting in September after every regular election cycle. In some cases, this training may include sitting Board members as well as new Board members to review best practices.
- c. Other in-house training for the Board and individual Board members – Best practices for Board leadership includes regular training and review of highest standards for Board work. Various training events are often sponsored by the California Special District Association and other industry specific training opportunities, and Board members are encouraged to take advantage of these trainings. Every Board member is also encouraged to achieve Special District Leadership Foundation (SDLF) recognition in Special District Governance. The SDLF is a foundation that partners with the California Special District Association to provide quality Board training, including:
  - Governance foundations
  - Setting direction/community leadership
  - Board’s role in human resources, in finance, and in fiscal accountability

Board members may also wish to subscribe to GoodBoardWork.com, a weekly best board practice online-based training.



## POLICY – APPOINTMENT TO JOINT POWERS AUTHORITY COMMISSION

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### PURPOSE

This policy provides clarity regarding role of Board members who are appointed Commissioners to the Joint Powers Authority (Central Marin Sanitation Agency).

As a member agency of the CMSA Joint Powers Authority, the District’s Board nominates two Board members to represent the RVSD Board by holding the office of CMSA Commissioner and attending meetings and/or other CMSA-hosted events.

RVSD recognizes its role in the CMSA JPA as one of its most critical local government relationships. The two agencies are closely inter-related in terms of operations, regulatory compliance, capital asset management, financial planning, and a common public service mission. As stated in the 2016 RVSD Strategic Plan, the Board’s goal in working with CMSA is to “Engage in collaborative partnerships with the JPA partners to maximize the quality and efficiency of the wastewater utility services in central Marin.” The RVSD-appointed Commissioners should strive to carry out their work in a manner reflective of this goal.

There are two RVSD representatives who are appointed as CMSA commissioners, per the Board policy “Description, Duties, and Appointment of Board Officers.” In carrying out their duties as CMSA Commissioners, the appointed Commissioners should:

1. Strive to represent RVSD in a manner that balances the interests of RVSD’s customers with the broader community interests of the overall CMSA JPA service area.
2. Work with the General Manager to keep the full RVSD Board informed in a timely manner on important pending actions by the CMSA Board, which would foreseeably have a material impact on RVSD.
3. The appointed Commissioner should consult and seek consensus direction from the RVSD Board in advance of CMSA Board action on these important items.



### PURPOSE

This policy provides clarity and guidance regarding placing items for consideration on the agenda of the Board of Directors for discussion/direction and action. The General Manager is considered the organizer and manager of the Board of Directors' meeting agenda.

Board members may request that the General Manager or Board President place items for discussion/direction or action on future Board meeting agendas. Such requests must be made at least one month prior to the distribution of the Board packet to allow time for staff to provide supporting background on the item. Board members may request at the close of a Board meeting, before the adjournment, that the District consider placing a matter on a future agenda. When a majority (three) of Board members request an item be placed on the agenda at the conclusion of a Board meeting, staff will add the item to the next meeting's agenda.

A best practice, prior to requesting an item be placed on the agenda, is to write a short email or memo to the General Manager and/or Board President explaining the item and giving the reason why it is a matter that the full Board should consider.

If the item cannot be placed on an agenda in a timely manner, the Board President or the General Manager will provide an explanation to the requesting Board member.

District Counsel - As needed, District Counsel may place items on the agenda as required.





## POLICY – WORKING WITH DISTRICT STAFF AND CONSULTANTS

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### PURPOSE

This policy establishes guidelines for Board Member communication with the General Manager, District Staff, and Consultants.

- a. Communication Path --The primary path of communication from Board Members to staff should be directly to the General Manager, then General Manager to staff, the District's attorney(s)counsel, and consultants.. Directors should seek to develop and foster a working relationship with the General Manager wherein issues, concerns, grievances and District programs and projects can be discussed openly and comfortably. The General Manager may occasionally delegate the communication directly to a Board member or staff member for particular issues.
- b. Direct Communications with Staff -- While communication between Board Members and staff is primarily handled through the General Manager, Board Members may approach staff directly for simple informational requests, and as a courtesy will make the General Manager aware of such requests. If Board members are contacted by staff who are not formally designated for Board communications, the Board member should refer the employee to the appropriate staff supervisor or General Manager. Professionalism, courtesy and a businesslike approach to such communications is expected at all times.
- c. Non-Interference with Staff -- Board members will refrain from making requests directly to District employees to undertake analysis, perform work assignments or change the priority of work assignments.



### PURPOSE

This policy provides clarity regarding the role of the Clerk of the Board in relationship with the Board of Directors.

The Clerk of the Board is a permanent employee of the District (Health & Safety Code Section 13853.b) who is generally responsible for attending public meetings of the Board, and for maintaining a record of all proceedings as required by law. If the Clerk of the Board cannot attend a meeting, the General Manager may arrange for someone in attendance to properly record the Board's proceedings.

The Clerk of the Board prepares the agenda and notices the Board's meetings in compliance with the Brown Act. The Clerk calls the roll at Board meetings, operates the public comment time clock, takes minutes, and records actions and motions.

The Clerk of the Board is typically responsible for acquiring the signatures for legal documents and affixing the District Seal as required. The Clerk maintains minutes and records of Board-related documents.

The Clerk of the Board is typically responsible for the publication of legal notices, and the certification and filing of documents.

The Clerk of the Board may receive and answer all Board correspondence as directed by the President or his/her designee. The Clerk may act as the Board's point of contact for transactional actions related to the public election of the Board, compliance with Conflict of Interest code, and other coordinated efforts with the County of Marin.

The General Manager may assign an alternate staff person to fulfill the duties of the Board Clerk on the occasions that the Clerk of the Board is absent.



## POLICY – PREVENTION OF HARASSMENT AND DISCRIMINATION

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### PURPOSE

This policy provides clarity regarding the Board’s adoption of the District’s policy to prevent harassment and discrimination.

In accordance with the Ross Valley Sanitary District Board Policy titled “Board Development, Training and Education,” and as required by law, Board members will complete at least two hours of classroom or other effective harassment prevention training within the first year of taking office and every other year thereafter.

The Board adheres to the District’s Administrative and Personnel Policy, “Prevention of Harassment & Discrimination.” Said policy:

- Defines harassment, discrimination, and retaliation
- Provides guidelines for identifying unlawful harassment
- Provides a reporting/complaint process



## PURPOSE

This policy provides clarity regarding the Board’s rules of order and conduct during its public meetings. The policy recommends best practices for encouraging open and public dialogue on matters within the District’s jurisdiction.

## MEETING OPERATIONS

All meetings of the Board of Directors are conducted by the President of the Board. Action/discussion then takes place on agenda items one by one, in the order they appear, unless modified or removed by board action. With few exceptions, only items on the agenda will be acted on by the Board. The Board may hear public comment on any item within its jurisdiction during a general public comment period. If the Board wishes to take action on any such item, the matter may be placed on a future Board agenda.

## AGENDA ITEMS

The Board handles agenda items pursuant to Rosenberg’s Rules of Order and the Brown Act. This typically involves a staff report, technical questions by board members, public comment, board discussion, and a vote where appropriate.

## PUBLIC COMMENT

Public Comments are encouraged by the District in accordance with Government Code Section 549543.3 and Resolution 10-1378.

Any person may submit comments on any agenda item or other item of interest to the public that is within the subject matter jurisdiction of the Board, either orally or in writing. Oral comments by members of the public may be limited in time to three minutes per individual. The Board President has the discretion to limit the time for public comments as necessary.

Members of the public may submit written comments on any agenda item. These comments should be directed to the Clerk of the Board.

When the President announces that public comment has begun, interested commenters should form a line at the podium. It is helpful for the record if the commenter gives his or her name, address, and affiliation, if any, but commenters are not required to give that information

Commenters should address the entire Board. Questions from the public to staff or counsel shall be directed to the President. Commenters should not present the same or substantially the same information, and members of groups are encouraged to designate a spokesperson. Commenters waiting to speak are expected to conduct themselves respectfully and civilly. Members of the public who interrupt other commenters or Board members during discussion may be asked to leave.

Comments on a particular agenda item should be raised during the public comment section of that agenda item. Commenters who wish to comment on an item within the subject matter jurisdiction of the Board that is not on the agenda may do so only during the open public discussion section of the meeting. The Board may not deliberate or take action on an item discussed in the open public discussion section.



### PURPOSE

This policy provides clarity and guidance regarding District positions on State legislation.

Any District position on State legislation must be approved by the Board at a Board meeting, except as noted herein. Upon a request by (1) a trade association such as California Special Districts Association or California Association of Sanitary Agencies, or (2) a Board member, staff member or District counsel, that the District take a position on State legislation, the General Manager shall place consideration of such a position onto a Board meeting agenda for consideration by the Board with appropriate supporting documentation.

If the General Manager and the Board President together determine that there is insufficient time for the Board to approve a position on State legislation due to the urgency of a request, the Board President is authorized to author and sign a letter on behalf of the Board that is consistent with established policy principles adopted by the Board as part of an adopted Strategic Plan or Business Plan. A copy of said letter shall be included for informational purposes in the agenda packet for the next Board meeting.