

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Positions
POLICY NUMBER: 4000
ADOPTED: September 17, 1996
AMENDED: February 10, 2011

4000.10 The officers of the Board of Directors shall be: President and Vice-President (Health & Safety Code 13853.2).

4000.11 President: To be elected annually by the Board of Directors.

4000.12 Vice-President: To be elected annually by the Board of Directors.

4000.20 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4000.21 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

4000.30 Duties of the Directors:

4000.31 Their duties shall be legislative, and they shall formulate and adopt policy for the operation of the District.

4000.32 They shall conduct their business for the public benefit, abiding by the "Open Meeting Laws," court decisions, and Attorney general opinions concerning the requirements for open meetings of governmental agencies of the State of California, as covered under the Ralph M. Brown Act, current edition. They shall also abide by conflict of interest and ethics laws.

4000.33 They shall take legal action when required by law.

4000.34 They shall review and approve a budget annually (Health & Safety Code 13890 and 13895). They shall provide within budget limitations adequate

personnel, approve new positions as required or deemed necessary by a Board majority, and ratify or reject the appointment of all personnel.

- 4000.35** They shall adopt rules and regulations for guidance of the District.
- 4000.36** They shall keep the Manager informed of community reaction to the District's services and assist in building positive community relations.
- 4000.37** They shall represent the District at public hearings and seminars that pertain to the District, as required.
- 4000.38** They shall study ways of improving the District and its services.
- 4000.39** They shall schedule a hearing to formally receive the written grievance and the answers thereto at each step of the Grievance Procedure, and to hear evidence regarding the issue or issues of said grievance after the grievant has followed the Grievance Procedure steps as presented in the Rules and Regulations.
- 4000.40** No Director shall vote, make recommendations, or in any way participate in decisions relating to any personnel matter which may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.
- 4000.41** For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, brother or domestic partner.
- 4000.42** When an individual is considered for appointment to the department in which an immediate family member holds a position, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.