

Trinity Center Community Services District
Policy Manual

Policy and Procedures Outline

Date: December 4, 2012

Mission Statement

Policies

101. Policy Purpose and Procedures

- 101.1. Purpose of Board Policies
- 101.2. Adoption/Amendment of Policies

102. Meetings and Agendas

- 102.1. Regular Meeting Time and Place
- 102.2. Meeting Agenda
- 102.3. Special & Emergency Meetings
- 102.4. Closed Sessions

103. Conduct of Board meetings

- 103.1. Rules of Order
- 103.2. Organization and Officers

104. Responsibilities of Board Members

- 104.1. Attendance
- 104.2. Training and Education
- 104.3. Basis of Authority
- 104.4. Director Vacancies
- 104.5. Establishment of Board Committees
- 104.6. Code of Ethics
- 104.7. Conflict of Interest Situations
- 104.8. Guidelines for Accepting and Providing Gifts, Entertainment and Services

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- 105. Agreements between TCCSD and other entities
 - 105.1. Types of Agreements
 - 105.2. Authority to enter into Agreements
 - 105.3. Terms and Conditions
 - 105.4. Project Management
- 106. Employees of the CSD
 - 106.1. Types of Employees
 - 106.2. Hiring & Terminating
 - 106.3. Guidance and Supervision
 - 106.4. Compensation
 - 106.5. Volunteer Workers Compensation Insurance
- 107. Accounting
 - 107.1. Budget Preparation
 - 107.2. Expense Tracking and Reporting
 - 107.3. Budget Availability
 - 107.4. Annual Audit
- 108. Procured Services, Materials and/or Equipment
 - 108.1. Routine Invoices
 - 108.2. Non-routine services, materials or equipment
 - 108.3. Reimbursement for expenses
 - 108.4. Cash Advances
- 109. Records Retention
 - 109.1. Record Definition
 - 109.2. Record Retention
 - 109.3. Access by Public
- 110. Harassment
 - 110.1. Applicability
 - 110.2. TCCSD Standards

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110.3. Complaint Procedures