

Trinity Center Community Services District
Policy Manual

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Policy Title: Conduct of Board Meetings

Policy Number: 103

Date: May 6, 2008

103.10 Rules of Order

- 103.101 All meetings will be conducted according to “Roberts Rules of Order”, the “Ralph M. Brown Act” and applicable laws. By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part, or, c) both.
- 103.102 All meetings will be conducted in a public place and open to public attendance.
- 103.103 The Board will establish a consistent time and date for all regularly scheduled meetings.
- 103.104 Meetings are to be conducted in a civil, orderly, and respectful manner and members of the Board or the public who do not behave accordingly, may be asked to leave, or if necessary, the meeting may be adjourned to preserve order.
- 103.105 The Board of Directors is conducting business on behalf of the constituents of the Trinity Center Community Services District and all actions will be taken with the full opportunity for the public to observe and participate in the proceedings, therefore, members of the Board may not meet outside the context of the meetings to decide a course of action. This shall not preclude members of the Board from being a part of working groups or committees charged with bringing proposals or information to the Board as a whole, but per Brown Act requirements not more than two Directors shall participate in any one group meeting outside of the Board meetings.
- 103.106 Consent calendar: items which have been discussed at previous meetings by the board and/or the public may be placed on a consent calendar for a future vote. Such items will be voted upon by the Board members present without discussion by the Board or the public. The consent calendar is not to be used to prevent public comment upon an item, but may be utilized only after the public has had the opportunity to comment. Payment of routine, reoccurring bills may be approved by consent vote.
- 103.107 Each regularly scheduled meeting shall provide a period for public comment. This opportunity is designed to permit the constituents of the District the opportunity to address the Board on matters which are not on the agenda. The Board Chairman, if he or she sees it necessary, may restrict the time allotted to each comment and each member of the public who wishes to comment will have only one such opportunity per meeting. The Board may not participate in such comments, but may question the person commenting for clarification or may answer

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questions relating to policy or resolved motions. No action may be taken at the current meeting on any public comment, however if the Chairman deems it appropriate, the subject of such comment may be included in the agenda of an upcoming meeting.

- 103.108 All agenda items with the exception of the consent calendar, and closed session items, will be discussed at the public meeting and members of the public may comment. Public comment must be restricted to the subject matter of the agenda item and the length of time available to each person may be limited by the Chairman. Each person may be limited to one comment on each agenda item

103.20 Organization Officers

- 103.201 At the first meeting of each calendar year, the Board will elect officers and those officers shall be: Chairman and Vice Chairman.

- 103.202 The duties of the Chairman shall include: chairing meetings and maintaining order within those meetings, setting the agenda for each meeting, acting as liaison between the agency and other county, state or federal agencies, acting as spokesperson for the Trinity Center Community Services District, supervising the Secretary Treasurer and other such duties as may arise.

- 103.203 The duties of the Vice Chairman shall include: fulfilling the duties of the Chairman in the case of the absence of the Chairman or his or her inability to perform the required tasks.

103.30 Organization Appointments

- 103.301 The Board will appoint a General Manager, a Fire Chief and a Secretary Treasurer. These are standing appointments and do not require annual renewal. A majority vote of the Board is required to make appointments or to remove an appointee from the position.

- 103.302 The duties of the General Manager shall be to implement established policies for the operation of the district. The GM, working with the Fire Chief, oversees the appointment, supervision, discipline and dismissal of the District's employees, volunteers, and contractors (excluding the Secretary Treasurer), supervision of the District's facilities and services, and execution of the District's operating budget.

- 103.303 The duties of the Fire Chief shall be to manage the operations of the TCVFD and to assure that the department and equipment are in serviceable condition and ready to meet anticipated emergencies. The Fire Chief is responsible for the appointment, supervision, training, discipline and dismissal of the VFD's employees, volunteers, and contractors as well as the supervision of the VFD's facilities and equipment. He/she assures that adequate equipment and personnel are available to provide the required fire protection and emergency medical needs of the District constituents. He/she will organize the VFD personnel and delegate as appropriate to support these responsibilities.

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- 103.304 The duties of the Secretary Treasurer shall be to record, prepare and distribute minutes of the meetings, prepare and distribute agendas, post notice of meetings as required, to evaluate all correspondence directed to the district, and to ensure that accounting of all funds under the District's supervision are accounted for in a timely and appropriate manner and that reports of such accounting be made to the Board at each regularly scheduled meeting per the Accounting Policy. These duties are covered in detail in the position job description. The Board shall determine fair compensation for this position based on required duties. The Secretary Treasurer does not require annual reappointment.