

## AMERICAN RIVER FLOOD CONTROL DISTRICT Policies and Procedures

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**POLICY TITLE:** Board Member Duties

**POLICY NUMBER:**

The Board of Trustees is the legislative body through which the American River Flood Control District conducts business. Power is centralized in the elected Board collectively and not in an individual Trustee. Individual Board members are expected to work as a team, in cooperation with other public officials, to serve the best interests of the District and its constituents.

The Board shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a President, Vice President, and Treasurer; and will identify committee assignments for Board members.

**General Responsibilities of Board Members:** The Board strives to promote the best interest of the public by establishing policies that support the mission, vision and core values of the organization and by ensuring the implementation of those policies. It is responsible for fiscal stewardship of the District, and it provides policy direction to the General Manager, who will in turn manage the day-to-day operations of the organization. Trustees have no individual authority unless authorized by the Board and may not commit (nor represent that they can commit) the Agency to any policy, act, or expenditure.

Trustees agree to hold themselves to high standards of conduct in connection with their service as public officials. These include, for example: regular attendance at and participation in Board meetings; adhering to laws relating to financial disclosures and conflicts of interest, and conducting themselves with professionalism and courtesy in their dealings with each other, members of the public, and staff.

**Presiding Officer:** The President of the Board of Trustees shall serve as the presiding officer at all Board meetings. In the absence of the President, the Vice President of the Board shall serve as the presiding officer 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 temporary presiding officer of the meeting.

The presiding officer 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. The presiding officer may move, second, debate, and vote from the chair.

**Conduct of Meetings:** The President shall preside over and conduct all meetings of the Board of Trustees, shall carry out the resolution and orders of the Board of Trustees, and shall exercise such other powers and perform such other duties as the Board of Trustees shall prescribe including, but not limited to, the following:

- Call the meeting to order at the appointed time;
- Announce the business to come before the Board in its proper order;
- Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- Explain what the effect of a motion would be if it is not clear to every member;
- Restrict discussion to the question when a motion is before the Board;
- Rule on parliamentary procedure;

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- Put motions to a vote, and state clearly the results of the vote; and
- Preserve order and decorum.

**Responsibilities of Board President:** Responsibilities of the President include, but are not limited to, the following:

- Sign all instruments, act, and carry out stated requirements and the will of the Board;
- Sign the minutes of the Board meeting following their approval;
- Appoint and disband all committees, subject to Board ratification;
- Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- Coordinate the preparation of meeting agendas with the General Manager;
- Confer with the General Manager or designee on crucial matters which may occur between Board of Trustees meetings;
- Be responsible for the orderly conduct of all Board meetings
- Perform other duties as authorized by the Board.

In the absence or disability of the President, the alternate presiding officer may temporarily carry out these responsibilities until such time as the President is able to resume his or her responsibilities.