

AMERICAN RIVER FLOOD CONTROL DISTRICT Policies and Procedures

POLICY TITLE: Board/Staff Interactions

POLICY NUMBER:

The District's effective governance relies on the cooperative efforts of the agency's elected Board of Trustees, who sets policy and priorities, and the District's staff members, who analyze problems and issues to make appropriate recommendations and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to ensure such information is communicated completely and with candor. However, Board members should avoid intrusion into those areas that are the District staff's responsibility.

Role of the Board: As the agency's legislative body, the Board is responsible for approving the District's budget, setting policy goals and objectives, and adopting strategic plans. The Board is the decision-making body for the District, and oversees the work of the General Manager (who reports directly to the Board).

Role of Staff: The District staff members' primary functions are to execute Board policy and other Board actions, and to carry out the day-to-day business of the District. Trustees shall not attempt to coerce or influence staff, included in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Trustees shall not attempt to change or interfere with the operating policies and practices of any District department through interaction with staff. Individual Trustees may discuss these items with the General Manager to get clarification or to raise concerns.

Principles of Communication: At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Trustees. Trustees may request clarification and ask questions of staff at public meetings, and Trustees are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, at Board meetings, Trustees should refrain from debate with staff about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that staff will implement the Board's wishes even if when contrary to a staff recommendation.