

B-120 DUTIES OF BOARD AND BOARD MEMBERS**Purpose**

This policy establishes the responsibilities, duties and limitations of the Board and individual Board members.

B-120-10 Policy Role. The primary responsibility of the Board shall be the formulation and evaluation of policy. Routine operation of the District shall be delegated to the General Manager (B-80-10/20) and to other members of the District staff, as appropriate. The Board and individual Board Members shall have no authority over day-to-day operations of the District.

B-120-20 Limits on Commitments. Individual Board Members or a group of Board Members representing less than a quorum of the Board at a legal meeting of the Board shall not imply or express any commitment of the Board or the District.

B-120-30 Obtaining Information. Board Members may obtain information from other Board Members in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), General Manager, District staff (see Policy B-20), or agents of the District. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

B-120-40 Personal Conduct. Board Members shall conduct themselves with dignity, respect the opinions of other Board Members, listen attentively and respond appropriately in a professional manner, give first priority to the needs and best interests of the District, and emphasize the positive. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole. Once the Board of Directors takes action, Directors should commit to supporting the collective Board action and not to create barriers to the implementation of said action. Board members should use the Strategic Plan as a general basis for focus planning and future. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists. (see Policy #B-130)

B-120-50 Focus on Issues. Board Members shall focus on issues and not personalities, respect differing points of view, disagree without being disagreeable, and once the Board has acted, support the action of the Board.

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B-120-60 Complaints. The needs of the District's constituents should be the priority of the Board of Directors. Board Members shall refer customer complaints directly to the General Manager, report safety concerns immediately to the General Manager, and seek clarification

and information from the General Manager on such issues as policy, personnel, legal action, land acquisition and development, finances, and other matters related to the operation of the District.

B-120-70 Interactions with District Personnel. If approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.

B-120-80 Meeting Attendance. Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

B-120-90 Sexual Harassment Prevention Policy and Complaint Procedure. Members of the Board of Directors acknowledge and understand that the District's Harassment Prevention Policy and Complaint Procedure (Policy B-180) prohibits individual Board members from harassing applicants, officers, officials, employees, volunteers, unpaid interns, or contractors. Individual Board members found to have engaged in sexual harassment will receive appropriate sanction. Harassment Prevention Policy and Complaint Procedure B-180 is incorporated by reference herein.

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