

**CONEJO RECREATION & PARK DISTRICT
BOARD OF DIRECTORS
NORMS
(Approved December 6, 2018)**

1. BOARD OF DIRECTORS VALUES

- 1.1 We believe that there is no "I" in Board. We work together as a team and respect the roles of the Board, General Manager and District staff.
- 1.2 We value the reputation of the District and strive to protect it to the benefit of our Mission.
- 1.3 We value honesty and integrity, showing respect and courtesy to each other, staff and the public.
- 1.4 We operate in a transparent, straightforward and open-minded manner.
- 1.5 We value the District's Mission, Vision, Statement of Philosophy, traditions and history.

2. GENERAL

- 2.1 The Board takes positive action to keep the Conejo Recreation & Park District a progressive, well-managed, innovative District.
- 2.2 The Board provides leadership and participates in regional, state and national programs and meetings.
- 2.3 The actions of Directors reflect on the District, thus integrity and honesty are characteristics that all members embrace.
- 2.4 The Board needs to address and resolve policy issues and set priorities. It is committed to doing this by practicing the building of consensus and orderly implementation.
- 2.5 The Board looks to constituents, local elected officials and community leaders for independent input and participation to help shape their perspective when appropriate.
- 2.6 The Board and individual Directors understand and respect the roles of the Board and the professional staff, and work carefully not to dwell on how work gets done, but instead work to clarify the larger picture policy and direction of the District.
- 2.7 Directors generally express and make their opinions and positions, on matters pending before the Board, known at the public Board meetings.
- 2.8 Directors think, speak and act independently and carefully clarify whenever their personal views or opinions, whether expressed either verbally or in writing, are not the official position of the District or Board.

- 2.9 Directors initiate the resolution of interpretation and communication problems with other Directors and/or with the General Manager or staff as soon as possible.
- 2.10 Directors and staff have consideration for each other and will work together for the clearly defined, common goals of the District.
- 2.11 Directors do not direct personal attacks at each other during public meetings or in the press.
- 2.12 The Board endorses continuing education for individual Directors. New Directors are expected to participate in a new Director orientation process, with the sitting Board Chair and General Manager, and work diligently to fully understand the role and Intention of Board membership. Directors are committed to training required by law and are encouraged to participate in educational trainings and conferences relevant to their role as a Board Member.
- 2.13 Directors should refrain from soliciting or taking input on matters before the Board via social media and digital devices at official meetings of the Board of Directors.

**CONEJO RECREATION & PARK DISTRICT
BOARD OF DIRECTORS
GUIDELINES
(Approved December 6, 2018)**

1. GENERAL BOARD GUIDELINES

- 1.1 All Directors receive the same information as much as possible, including, but not limited to: citizen complaints, input, compliments, letters, etc., as well as resolution to such matters, in a timely manner.
- 1.2 Directors may request an item be placed on a future agenda during the "Request for Status Reports and Items for Subsequent Action" section of the agenda.
- 1.3 Directors will inform the General Manager, as early as possible, when they will miss a Board meeting.
- 1.4 Directors strive to be cooperative in covering schedules and responsibilities for each other.
- 1.5 Business casual attire at Board meetings is appropriate.

2. BOARD OF DIRECTORS COMMUNICATION

2.1 Communications with the General Manager

- 2.1.1 Directors should go to the General Manager as the primary source for information about District operations as well as with questions, complaints and/or compliments from the public.
- 2.1.2 The Board shall provide clear communication to the General Manager for action at Board meetings.
- 2.1.3 Committees shall perform their duties according to the intentions of the Board upon formation of the committee. If a committee member and staff have unresolved disagreement during committee deliberations, the issue shall be agendized and brought back to the full Board of Directors for resolution.
- 2.1.4 Directors shall request direction and make assignments and/or requests for information to the General Manager during the "Request for Status Reports and Items for Subsequent Action" section of the agenda.
- 2.1.5 The General Manager is the spokesperson for the Board when media or external organization requests are made.
- 2.1.6 The Board shall provide the General Manager with an annual performance evaluation which includes clear goals and objectives for the evaluation year that are linked with the District strategic plan.

2.2 Communications with Administrators and General Staff

- 2.2.1 Staff shall strive to avoid “surprising” the Board and will inform the Board when unusual events occur wherein public concern may be involved (particularly¹ if press or media is involved).
- 2.2.2 General Manager or staff shall communicate extreme emergencies related to the District to the Board.
- 2.2.3 To ensure efficient allocation of resources, Directors shall only request information or assistance from staff through the General Manager and allow staff to address the situation, then follow-up to the Board.

**CONEJO RECREATION & PARK DISTRICT
BOARD OF DIRECTORS
PROCESSES
(Approved December 6, 2018)**

1. BOARD MEETINGS

- 1.1 The General Manager sets the agenda for regular Board meetings.
- 1.2 The Chair of the Board shall preside over meetings. The Vice-Chair will preside in his or her absence.
 - 1.2.5 The public, Board Members, the General Manager, and staff shall direct questions and comments to and through the Chair.
- 1.3 Public comment is allowed to address all action items as prescribed below.
- 1.4 The general order of business for processing agenda items will be administered by the Chair as follows:
 - Staff Report
 - Questions from Board
 - Public Input
 - Staff response, if needed
 - To the Board for discussion and action.
- 1.5 Chair will allow other Directors to speak first and then give his/her view and summarizes.
- 1.6 Prior to a vote, each Director may share his/her views about the issue as allowed by the procedures above (1.4).
- 1.7 Corrections to minutes are communicated to the Board Clerk as soon as possible and made formal by Board vote at Board meetings.

2. PUBLIC INPUT AT BOARD MEETINGS

- 2.1 The Board should treat public speakers with courtesy.
- 2.2 There are two opportunities for the public to address the Board, during non-agendized "Items from the Public" and during public comments for agendized items. These two public comment opportunities are handled differently.

The following procedures apply to public comments on non-agendized matters as provided for in the "Items from the Public" section of the agenda:

- a. Each member of the public shall be allowed three (3) minutes (subject to the Chair's discretion, allotted time may be adjusted) to make their comments on non-agendized matters. Two sections of a regular Board meeting agenda are provided for non-agendized comments from the public.

- b. Each member of the public will be invited to provide their name and city of residence for the record, though are not required to do so.
- c. Public comments shall be made only at the appointed time and from the podium provided.
- d. The Public may address the Board on non-agendized items in both agenda sections provided for no more than 30 minutes for all speakers in each section.
- e. Directors may ask only brief, clarifying questions of those members of the public, but may not state opinion, make decisions or debate non-agendized matters.
- f. Matters brought to the attention of the Board within this section of the agenda are generally remanded to staff for resolution, where required. If resolution by staff does not satisfy a member of the public, the matter may be agendized and brought back to the Board with proper notification, public discussion and resolution.

2.3 The following procedures apply to public comments on all agendized action matters as provided for in each item under “New Action Items” or “Deferred Action Matters” sections of the agenda:

- a. Each member of the public shall be allowed to speak to the item when called upon to do so by the Board Chair.
- b. Each member of the public will be invited to provide their name and city of residence for the record, though are not required to do so.
- c. Public comments shall be made only at the appointed time and from the podium provided.
- d. Each member of the public shall be allowed three (3) minutes (subject to the Chair’s discretion) to provide input to the Board.
- e. Once public input is closed, further public input will not be allowed unless re-opened by the Chair.

3. CITIZEN CONCERNS

- 3.1 The Board will be informed of significant, urgent and repetitive concerns. Staff will respond within 30 days and report outcome or progress to the Board.
- 3.2 Citizen concerns offered at the Board meetings under non-agendized items shall be generally directed to the General Manager for resolution per the above procedure.
- 3.3 Board members should not attempt to resolve citizens’ concerns independently; citizen’s complaints, concerns or correspondence will be directed to the General Manager and report on outcome or progress to the Board.

- 3.4 If a Director wants action based on a specific concern of a member of the public, he/she shall go through the Board to the General Manager with a report on outcome or progress to the Board.

4. CLOSED SESSION

- 4.1 Closed sessions will only be called for those matters as qualified under the Ralph M Brown Act (being Government Code Section 54950, et. Seq.)
- 4.2 Closed Session materials and conversations are **confidential**; No Director shall violate Closed Session confidentiality; Directors will not talk to affected/opposing parties or anyone else (press, etc.) per the Ralph M. Brown Act (being Government Code Section 54950, et. Seq.) on matters discussed in Closed Session meetings. Confidentiality relates to any non-public discussion items.

5. SELECTION OF CHAIR

- 5.1 The Chair is selected by the Board following the normal Board elections and annually thereafter for a one (1) year term. The Chair remains as one member of the Board and has no rights or authorities different from any member of the Board except as those allowed herein. The Chair serves at the pleasure of the Board.
- 5.2. In the event of an early vacancy in the position of Chair, the Vice Chair shall become Chair for the remaining portion of the outgoing Chair's term. The Board then will select a Vice Chair replacement.

6. CHAIR'S ROLE

- 6.1 The Chair is responsible to manage and facilitate board meetings in a business appropriate manner to best assure efficient public process and allow for proper input as directed herein.
- 6.2 The Chair acts as the District's representative at various civic affairs and presents commendations to individuals and groups.
- 6.3 The Chair acts as signatory to all documents requiring Board's execution.
- 6.4 The Chair will inform the Board and General Manager of any informal correspondence received in relation to District business.

7. VOTING

- 7.1 Consensus will be sought on significant policy issues.
- 7.2 Roll call votes may be requested when necessary to clarify the votes of individual Directors.
- 7.3 Administrators will attend Board meetings at General Manager's discretion to enhance information presented to the Board, but their attendance is not otherwise required.