

SECTION 4000 - BOARD OF DIRECTORS

<b>Policy #</b>	<b>Policy Name</b>
4010	Code of Ethics
4015	Voluntary Candidate Expen. Ceiling
4020	Board Attendance at Meetings
4025	Expenditure Reimbursement
4030	Reimbursement
4040	Board Chair
4050	Members of the Board of Directors
4060	Committees of the Board of Directors
4070	Basis of Authority
4080	Membership in Associations
4090	Training, Education & Conferences
4095	Brown Act

---

# Fulton-El Camino Recreation & Park District

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Code of Ethics

**POLICY NUMBER:** 4010

**4010.1** The Board of Directors of the Fulton-El Camino Recreation & Park District is committed to providing excellence in legislative leadership in order to deliver the highest quality services to its constituents. To assist in the governance of the District, the Board shall encourage open and honest dialog while maintaining professional courtesy.

**4010.1.1** The needs of the District's constituents should be the priority of the Board of Directors.

**4010.1.2** The opinions of each Director shall be respected.

**4010.1.3** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4010.1.5** Directors should commit themselves to act professionally as a District representative.

**4010.1.6** Directors should commit themselves to focusing on issues of the District.

**4010.1.7** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action.

**4010.1.8** Directors should practice the following procedures:

**4010.1.8.1** In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**4010.1.8.2** In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

**4010.1.8.3** In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4010.1.8.4** In presenting items for discussion at Board meetings, see Policy #5020.

**4010.1.8.5** 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.

**4010.1.9** When approached by District personnel concerning specific District policy, Directors should direct inquiries to the proper chain of command.

**4010.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

---

# Fulton-El Camino Recreation & Park District

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Voluntary Candidate Expenditure Ceiling

**POLICY NUMBER:** 4015

**4015.1** In accordance with Government Code §85400 (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of the Fulton-El Camino Recreation & Park District and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

**4015.2** Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

**4015.2.1** If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

**4015.2.2** If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

---

# **Fulton-El Camino Recreation & Park District**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:** Attendance at Meetings

**POLICY NUMBER:** 4020

**4020.1** Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**4020.2** A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months except as authorized by the Board of Directors.

---

# Fulton-El Camino Recreation & Park District

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Expenditure Reimbursement

**POLICY NUMBER:** 4025

**4025.1 Purpose.** The purpose of this policy is to prescribe the manner in which District employees may be reimbursed for expenditures related to District business.

**4025.2 Scope.** This policy applies to all employees and is intended to result in no personal gain or loss to an employee.

**4025.3 Implementation.** Whenever District employees desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

**4025.4.1** The Superintendent of Administration or the General Manager will review and approve reimbursement requests. Reimbursement requests by the Superintendent of Administration will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the President of the Board of Directors.

**4025.4.2** All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

**4025.4.3** Expenditures for food and lodging will be reimbursed in accordance with travel policy (#2670)

---

# **Fulton-El Camino Recreation & Park District**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Remuneration and Reimbursement**

**POLICY NUMBER: 4030**

- 4030.1** Members of the Board of Directors shall receive a meeting fee, the amount of which shall be established annually by the Board of Directors in its final budget for the upcoming fiscal year.
- 4030.2** The Directors shall be paid pursuant to the Public Resources Code Section 5782.18 as periodically modified by the State Legislature.

---

# **Fulton-EI Camino Recreation & Park District**

## **POLICY and PROCEDURE MANUAL**

**POLICY TITLE: Board Chair**

**POLICY NUMBER: 4040**

**4040.1** The Chair of the Board of Directors shall serve as chair at all Board meetings. He/she 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.

**4040.2** In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as chair over all meetings of the Board. If the Chair and Vice Chair of the Board are both absent, the remaining members present shall select one of themselves to act as chair of the meeting.



---

# Fulton-El Camino Recreation & Park District

## POLICY AND PROCEDURE MANUAL

**POLICY TITLE:** Members of the Board of Directors

**POLICY NUMBER:** 4050

**4050.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

**4050.1.1** Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

**4050.1.2** Copies of information exchanged before meetings shall be available at the District Offices at the same time as they are made available to the Board of Directors, at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

**4050.2** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

**4050.3** Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

**4050.4** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

**4050.5** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

**4050.6** Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

---

# Fulton-El Camino Recreation & Park District

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Committees of the Board of Directors

**POLICY NUMBER:** 4060

**4060.1** The Board Chair shall appoint such standing and ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the ad hoc committee shall be considered dissolved when its final report has been made.

**4060.2** The standing committees of the Board are as follows:

**4060.2.1** Programs, Facilities and Projects Committee;

Shall be concerned with construction projects and major improvements to parks and facilities that enhance the parks and facilities and may provide for increased recreation program opportunities.

**4060.2.2** Security and Community Relations Committee;

Shall be concerned with proposed ordinances, resolutions and/or District policies and Park Police program, except those pertaining specifically to personnel and with policies, programs, activities pertaining to community relations and public outreach; assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.

**4060.2.3** Personnel and Finance Committee;

Shall be concerned with the functions, activities, operations, compensation and welfare of District staff and with the financial management of the District, including the review/recommendations regarding the annual budget and major expenditures (items in excess of \$5,000 or greater).

**4060.3** The Board Chair shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

**4060.4** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified above. Said assignment may be made by the Board Chairman, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or verbal report.

**4060.5** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

---

# **Fulton-El Camino Recreation & Park District**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Basis of Authority**

**POLICY NUMBER: 4070**

**4070.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

**4070.2** 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.

---

# **Fulton-El Camino Recreation & District**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:     Membership in Associations**  
**POLICY NUMBER: 4080**

**4080.1** The Board of Directors may hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

---

# Fulton-El Camino Recreation & Park District

## POLICY & PROCEDURE MANUAL

**POLICY TITLE:** Training, Education, and Conferences (Board of Directors)

**POLICY NUMBER:** 4090

**4090.1** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**4090.1.1** Training, education, and conference requests must be submitted in advance to the board for approval to be eligible for reimbursement.

**4090.2** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances for these purposes are not permitted. Policy #2670 – “Travel and Reimbursement” policy shall apply.

**4090.3** A Director shall not be reimbursed to attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A director will not be reimbursed for expenses associated with attending a conference or training event when it has not been approved in advance or it is apparent that there is no significant benefit to the district.

**4090.4** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

---

# **Fulton-El Camino Recreation & Park District**

## **POLICY and PROCEDURE MANUAL**

**POLICY TITLE:** The Brown Act

**POLICY NUMBER:** 4095

**4095.1** The Brown Act was passed in 1953 to safeguard the public's right to access and participate in government meetings within the State. The intent is to ensure that deliberations and actions of legislative bodies are open and public, to ensure meaningful public access to local government decisions.

**4095.2** The Fulton-El Camino Recreation and Park District Board of Directors adheres to the laws set forth by The Brown Act including but not limited to, laws governing Brown Act all for regular meetings, standing committees, and special meetings under California Government Code Sections 54950-54963.