CHAPTER 3 – BOARD POLICIES

3.01 Board Meetings

(A) Regular meetings to conduct Board business are normally held the first Monday of each month and as otherwise approved by the Board. Regular meeting agendas will be developed by the Manager in consultation with the President.

(B) Work sessions may be held as a separate meeting or in conjunction with regular meetings. Work session agendas will be developed by the Manager in consultation with the President.

(C) Special meetings may be called by the President or by a majority of the Board.

(D) Executive sessions will be held in compliance with the Oregon Public Meetings Law.

(E) Notices for meetings will be posted in public view at all District facilities that allow for public access.

(F) Minutes will be taken as provided by the Oregon Public Records Law.

(G) Telephonic / electronic meetings may be held in compliance with the Oregon Public Meetings Law. Board members may participate and vote in Board meetings via telephone, electronically, or by other means consistent with that law.

(H) Attendance at meetings is expected of Board members, who should use their best efforts to attend all Board meetings.

3.02 Officers of the Board

(A) The Board has three offices: President, Secretary, and Secretary pro tempore.

(B) The President presides at all Board meetings. In the absence of the President, the Secretary presides and the Secretary pro tempore acts as Secretary.

(C) The election of officers is held at the first Board meeting of each fiscal year, and the term of each office is one year.

3.03 Board Member Conduct

(A) Representing District. If a Board member appears before another governmental agency or organization to give a statement on an issue, the member must state:

(1) Whether the statement reflects personal opinion or is the official position of the District; and

(2) Whether the statement is supported by the Board.

If the Board member is representing the District, he or she must support and advocate for the official District position on the issue, not a personal viewpoint.

(B) Governing District.

(1) Without prior approval of the Board, no member may interfere or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Manager.

(2) If the Board asks a member to become involved in operations, the Board must clearly state the duties assigned to the Board member. The duties must be agreed to by the President and the Manager prior to the beginning of the project.

(C) Censure.

(1) The Board may make and enforce its own rules and ensure compliance with state laws applicable to governing bodies. If a Board member substantially violates these rules or state law, the Board may take action to protect Board integrity and discipline the member with a public reprimand.

(2) The Board may investigate the actions of any Board member and meet in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(2)(b), the Board member under investigation may request an open hearing.

3.04 Board Discussions and Decorum

(A) Conduct. Board members will conduct themselves to bring credit upon the District, ensuring non-discriminatory delivery of public services, keeping informed about matters coming before the Board and abiding by Board decisions, whether or not the member voted on the prevailing side.

(B) Order and Decorum. Board members will assist the President to preserve order and decorum during Board meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the ruling of the President or Board rules. When addressing staff or members of the public, members will confine themselves to questions or issues under discussion and not engage in personal attacks, or impugn the motives of any speaker.

(C) Ground Rules. The following will be observed to maintain order and decorum during Board discussions:

(1) Board members will gather necessary information and ask questions of District staff before meetings.

(2) Board members will have an opportunity to speak at least once on any pending motion or agenda item, and will speak for themselves and not for other Board members.

(3) Board members will not speak on behalf of the Board, unless they have been authorized by the Board to do so.

(4) During public meetings, Board members will generally not attempt to edit or revise prepared documents. Amendments to proposed resolutions or other documents may be appropriate, but input from the Manager or General Counsel will be sought to accomplish the Board objectives.

(5) Board members will be open, direct and candid in the Board forum. Members should be brief and succinct in stating their views and focus on a single issue or topic at any one time.

(6) Board members should focus on District issues and avoid becoming involved with non-District issues that are not relative to the current discussion.

(7) The President will recognize members who wish to speak in the order of their requests. The President will provide the first member with an opportunity to speak before recognizing another member. Board members will not interrupt another member who has the floor.

(8) Board members will not disguise statements as questions or use repetitions as a way to convince others.

(9) Board members will keep discussions moving and call for a "process check" if the Board becomes bogged down in discussions.

(10) Board members will set and adhere to time limits on discussions.

(11) Board members will refrain from criticizing or berating each other, staff or other persons.

(12) If a Board member wishes to discuss a major policy issue, it will be scheduled for a future agenda and not considered at the current meeting.

3.05 Public Participation

(A) Public and community group sign-up forms will be available at each regular business meeting. At the time on the agenda designated for public comment and during any public hearing or specific agenda item, any member of the public desiring to address the Board must first ask to be recognized by the President and then state his or her name and address for the record. The Board may set time limits for comments. The Board may request that groups with like comments choose a spokesperson to present joint remarks.

(B) The Board will provide Audience Time at the beginning of each regular meeting, before approval of the Consent Agenda, for members of the audience to discuss items that are not included on the agenda. If there are such persons, the President will ask the persons to state their names and addresses before addressing the Board. The Board may set time limits for comments.

(C) During public hearings, all public comment must be addressed to the President and relate to the matter under discussion unless made during Audience Time.

(D) Generally, Board members will not respond to comments made during the public comment agenda time, except to ask clarifying questions. Any public requests for Board action will be referred to staff for review before they are placed on a future agenda.

3.06 Robert's Rules of Order Revised

Robert's Rules of Order Revised will be used as the guideline for the conduct of Board meetings, except where these rules specifically apply. Rules may be adopted or amended at any meeting. The order of business may be suspended at any meeting by Board vote.

3.07 Agenda

(A) The agenda headings for Board regular meetings are generally as follows:

- EXECUTIVE SESSION (if any)
- CALL TO ORDER
- ROLL CALL
- PRESENTATIONS & REPORTS
- PUBLIC HEARING (if any)
- AUDIENCE TIME
- BOARD TIME
- CONSENT AGENDA
- OLD BUSINESS (includes MANAGER REPORT)
- NEW BUSINESS
- ADJOURNMENT

(B) The Manager will prepare agenda materials. Board members may request that items be placed on an agenda. Board members may make agenda suggestions at any Board meeting or by communication with the Manager at least seven days before a regular Board meeting. Any Board member may move to add an item to the agenda at the beginning of a meeting. If approved by the Board, the item will be considered as the last item under new business. The agenda and Manager report and other relevant material will be made available to Board members and the public at least four days before each regular Board meeting.

(C) Board members will make best efforts to reach consensus on agenda items and should obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Board is still in session at 9:30 p.m., then the Board will decide whether to continue with the agenda or move items to a future agenda.

(D) The Board may place certain items on a consent agenda and approve them as one action. Any Board member may request to remove an item from the consent agenda for discussion, modification and individual approval.

3.08 Motions

(A) General.

(1) All Board members have the right to make motions, discuss questions and vote on any issue before the Board.

(2) Board member motions will be clearly and concisely stated. The President will state the name of the member who made the motion and the member who made the second.

(3) The motion maker, President or Clerk should repeat the motion prior to voting.

(4) Most motions die if they do not receive a second. Motions for nomination, withdrawal of a motion, agenda order, roll call vote and a point of order do not require a second. Any motion on which a second is not made but on which discussion begins is automatically seconded by the member beginning the discussion.

(5) Discussion of a motion is open to all Board members who wish to address it. A member must be recognized by the President before speaking.

(6) The President will ask for a voice vote for all final decisions. All members are expected to vote on each motion unless disqualified for some reason. A member who does not vote must state the basis for any conflict of interest or

other disqualification. The Clerk will maintain a record of the votes. Any member may request a roll call vote on any motion.

(7) At the conclusion of any vote, the President will announce the results. Board members who wish to explain their votes may do so briefly and succinctly.

(B) Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Board.

(C) Tie. A motion that receives a tie vote fails.

(D) Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.

(E) Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

(F) Call for Question. A motion to call for the question ends debate on the item and is not debatable. Before a Board member calls for the question, each member wishing to speak on the item should have one opportunity to speak. A second is required for this motion. When the question is called, the President will inquire whether any member objects. If an objection is raised, the matter will be put to a vote, and it fails if it does not receive at majority vote. Debate may continue if the motion fails.

(G) Amendment. A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first before the main motion is amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.

(H) Reconsideration. When a motion has been decided, any Board member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

3.09 Adjournment

(A) Upon motion and majority vote of the Board members present, any meeting of the Board may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.

(B) Upon the request of a member, a short recess may be taken during a Board meeting.

(C) A motion to adjourn will be in order at any time except as follows:

(1) When made as an interruption of a member while speaking; or

(2) While a vote is being taken.

(D) Before adjourning a Board meeting, the President will address the Board members and Manager to inquire as to whether there is further business to come before the Board. After the responses, if any, the President will ask for a motion to adjourn.

3.10 Minutes

(A) Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Board will comply with provisions of ORS 192.650 by containing the following information at a minimum:

(1) The name of Board members and staff present;

(2) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;

(3) The result of all votes, including ayes and nays and the names of the Board members who voted;

(4) The substance of the discussion on any matter; and

(5) Reference to any document discussed at the meeting.

(B) The Board may amend the minutes to reflect more accurately what transpired at the meeting. Upon receipt of the minutes in the Board agenda packet, members should read and submit any changes, additions or corrections to the Clerk so that a corrected copy may be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the Board, unless the Board authorizes such change.

(C) The Clerk or designee will make an audio recording of all meetings. The Clerk will maintain custody of all tapes, but a Board member may obtain a copy of any tape. A Board member may obtain a meeting transcript or partial transcript if it can be produced with nominal staff time. If a transcript would require a significant amount of staff time, the Clerk may only produce the transcript with Board approval. The Clerk is authorized to produce transcripts as required by law.

3.11 Public Hearings

The Board may determine to have a public hearing, in addition to those required by applicable state law, at its discretion in connection with the development of any park site or other facility.

3.12 Committees

(A) General.

(1) The Board will appoint members to District committees by resolution.

(2) Board members will encourage broad participation on District committees by generally limiting the number of terms a member of the public may serve.

(3) A member of the public may not serve on more than two District committees simultaneously. Any member of the public serving on two District committees may not be chairperson of both simultaneously. This limitation does not apply to service on the District Budget Committee (Budget Committee).

(4) Board members may suggest persons for committee membership that have demonstrated interest and knowledge in the committee's area of responsibility. Generally, the District will give public notice of committee vacancies.

(5) Prospective members of any committee are required to complete a Board approved application or statement of interest.

(6) The Board may remove a member of the public from a District committee prior to the expiration of the term of office for sufficient cause by resolution.

(7) Committees must elect a Chair and Secretary, determine their meeting schedules, and the rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and they must be distributed to each committee member, the Board and Manager.

(8) All advisory committee meetings are public meetings under state law.

(B) Standing Advisory Committees.

(1) Membership on standing advisory committees will be determined by the Board. Terms for standing advisory committee members will generally be for two years.

(2) The Board will determine the number of standing advisory committees. The Board expects to create a committee for each major service area, as defined by the Board, that will make reports and recommendations to the Board.

(3) At the discretion of the Manager, a staff liaison and resource person may be present at all committee meetings.

(4) Standing advisory committees must make reports and respond to questions from the Board generally once a year. The Board may require more frequent reports.

(C) Ad Hoc Advisory Committees.

(1) The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities.

(2) The Board may ask ad hoc advisory committees to evaluate an existing program area or facility. The Board will provide each ad hoc advisory committee with a written statement or charge regarding its assigned responsibilities.

(3) Ad hoc advisory committees may be appointed to serve in such areas as deemed necessary by the Board and for such time as is needed to accomplish their assigned purposes.

(4) Ad hoc advisory committees will be discharged after presentation of their recommendations to the Board or at any time at the discretion of the Board.

3.13 District Goals and Budget

(A) Board. The Board will review and adopt District goals each year before preparation of the budget. The adopted goals will guide development of the budget. The Board may carry over or revise goals from one year to the next.

The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of District residents.

(B) Budget Committee.

(1) The Budget Committee will consist of the Board and five members of the public, as appointed by the Board, each of which will serve a three-year term.

(2) The Budget Committee will meet at least once a year to consider and approve the District annual budget.

(3) The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about District business and operations.

(C) Budget Preparation. District budget preparation steps will include the following:

(1) Board adoption and approval of annual goals;

(2) Appoint Budget Officer;

(3) Public comments, District budget priorities and existing allocations;

(4) Development and distribution of budget materials to staff;

(5) Staff development of budget requests and program proposals;

(6) Staff submission of budget work sheets;

(7) Staff budget review process;

(8) Manager budget message;

(9) Publishing of budget notice;

(10) Budget Committee meetings for considerations and approval of proposed budget;

(11) Resolution for any required election;

(12) Publishing notice of public hearing and budget summary;

(13) Holding of any required election;

(14) Adoption of the budget by the Board; and

(15) Budget Committee meetings quarterly or as called by the Board or Budget Committee.

3.14 Communication with Staff

(A) The Board will respect the separation between policymaking (Board function) and administration (Manager function) by:

(1) Working with the staff as a team in the spirit of mutual respect and support;

(2) Except in a Board meeting, not attempting to influence a District employee or the Manager concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of permit applications or granting of licenses or permits. However, the sharing of ideas on these matters is appropriate; and

(3) Limiting individual contact with District staff to the Manager so as not to influence staff decisions or recommendations, interfere with their work performance, undermine Manager authority or prevent the full Board from having the benefit of any information received. The Manager has the responsibility to determine the most effective way of responding to these requests.

(4) Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail (e-mail) messages.

(B) All written informational material requested by Board members will be submitted by staff to the entire Board with a notation stating who requested the information.

(C) The President will refer any comments or questions regarding District personnel or administration to the Manager. The President may redirect other questions to a Board member or the Manager, as appropriate. Board members may also address questions directly to the Manager, who may answer the inquiry or ask a staff member to do so.

3.15 Legal Advice

Requests to General Counsel for advice requiring legal research may not be made by a Board member without the concurrence of the Board. Before requesting research or other action by General Counsel, Board members are encouraged to consider consulting with the Manager to determine if the request or action can be accomplished cost-effectively. Outside a Board meeting, a Board member should make requests of General Counsel through the Manager. Exceptions to this are issues related to the performance of the Manager and unique or sensitive personal, yet District business-related, requests.

3.16 Confidentiality

(A) Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than other Board members, the Manager or General Counsel.

(B) If the Board meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representatives handling the negotiations or litigation. Board members may not have any contact or discussion

with any other party or its representative nor communicate any executive session discussion.

(C) All public statements, information or media releases relating to a confidential matter will be handled by designated staff or a designated Board member.

(D) Unless required by law, no Board member may make public the discussions or information obtained in executive session. The Board may censure a member who discloses a confidential matter or otherwise violates these rules.

3.17 Organizations and Media

(A) If the President or other Board member represents the District before another governmental agency, community organization or the media, the member should first state the Board position.

(B) Board members should obtain appropriate permission before representing another member's view or position with the media.

3.18 Board Expenses and Compensation

(A) Reimbursement. The Board will follow the same rules and procedures for reimbursement as District employees.

(B) Compensation. Board members may receive compensation for service as a Board member of $50 per month. Members may decide to forego this compensation.

3.19 Ethics Commission Requirements and Reporting

(A) Board members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.400) dealing with use of public office for private financial gain.

(B) Board members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Board members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Board.

(C) The regulation of the receiving of gifts, honorariums, expense reimbursements and certain forms of income is governed by a set of laws which apply to public officials, as defined in ORS 244.020(13), and includes "an elected official, appointed official, employee, agent or otherwise, irrespective of whether the person is compensated for the services."

3.20 E-Mail Policy

(A) Generally. All e-mail messages relating to District business must be conducted solely using District provided e-mail accounts. All documents created, sent, received or retained on District e-mail accounts are public records and subject to disclosure and retention under state law.

(B) Board E-mail Use.

(1) Board members may send e-mail to other Board members with comments, suggestions or opinions relating to District business. There must be no e-mail exchange between or among three Board members if such communication could be considered a decision or deliberation toward a Board decision.

(2) The Manager may e-mail information and staff recommendations regarding District business to Board members.

(3) Board members may send e-mail to the Manager regarding any District business.

3.21 Professional Growth

(A) The Manager will inform Board members of background, change and developments relating to park and recreation matters.

(B) Board members and appropriate District staff are encouraged to attend annual conferences for appropriate professional organizations.

(C) The Manager will inform Board members and appropriate District staff about other conferences, meetings and publications that may provide useful information.