



Midpeninsula Regional
Open Space District

R-13-102
Meeting 13-32
November 13, 2013

AGENDA ITEM 4

AGENDA ITEM

Adoption of Board Policy 1.01, "Board Policy Manual"

GENERAL MANAGER'S RECOMMENDATION

Approve the attached Board policy entitled, "Board Policy Manual" and direct staff to organize the Board's current policies and Rules of Procedure into a Board Policy Manual.

SUMMARY

At the Board Retreat on October 18, 2013, the Board of Directors (Board) reviewed the attached draft policy and directed staff to organize the Board's current policies and Rules of Procedure into a Board Policy Manual. Consistent with prior Board discussion, the Board is asked to formally approve the attached Board policy.

DISCUSSION

At the Board Retreat on October 18, 2013, the Board considered and discussed the creation of a Board Policy Manual. The proposed Board Policy Manual would incorporate the Rules of Procedure and all current Board Policies into a collection of policies that could be individually amended as needed. Additionally, the Board Policy Manual would allow for continuity among policy format, standard procedures for drafting and updating policies, and organization of policies into topical chapters. The attached draft policy (Attachment 1) explains the purpose of the Board Policy Manual as well as provides the method for organizing and amending the Board Policy Manual. The current policies and Rules of Procedure would be arranged as outlined in the attached Table of Contents (Attachment 2).

FISCAL IMPACT

None.

BOARD COMMITTEE REVIEW

This policy was not reviewed by Board Committee. The full Board considered the attached draft policy and chapter organization at their Board Retreat on October 18, 2013.

PUBLIC NOTICE

Notice was provided pursuant to the Brown Act. No additional notice is necessary.

CEQA COMPLIANCE

This agenda item is not a project under the California Environmental Quality Act (CEQA).

NEXT STEPS

Upon approval by the Board of Directors, the District Clerk will incorporate the Board's current policies and Rules of Procedure into the Board Policy Manual. Copies of the Board Policy Manual will be distributed to all Directors and made available to District staff.

Attachments

1. Draft Board Policy 1.01, "Board Policy Manual"
2. Draft Board Policy Manual Table of Contents

Responsible Department Head:
Steve Abbors, General Manager

Prepared by:
Jennifer Woodworth, District Clerk

Midpeninsula Regional Open Space District

Board Policy Manual

Board Policy Manual	Policy 1.01 Chapter 1 - Administration & Government
Effective Date:	Revised Date:
Approved by Board Action:	
Prior Versions:	

Purpose

It is the intent of the Board of Directors of the Midpeninsula Regional Open Space District to maintain a Board Policy Manual. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Board Policy Manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

This policy will establish clear processes and procedures by which the Board of Directors shall conduct District business and activities, propose new policies, and review and revise policies contained in the "Board Policy Manual" so that it is kept current. The Board Policy Manual will also provide guidelines for the Board of Directors to conduct its business in an orderly, consistent, and fair manner.

Policy

The Board of Directors is the legislative body of the District and shall determine all questions of policy.

Generally, policy statements in the Board Policy Manual will incorporate only such matters by which the responsibility of decision is vested in the Board of Directors by virtue of state law, and specific ordinances and resolutions.

Policy statements of the Board of Directors shall be prepared in writing and approved by action of the Board of Directors. Once approved, statements of policy will be reproduced, distributed, and included in the Board Policy Manual accompanied by resolution number and date of adoption, if applicable.

In the event that a Board Policy is found to be in conflict with state or federal law or the rules of a higher authority, that portion of such policy is automatically null and void without Board action and shall be deleted from the accumulated body of policies and rules.

Board Policy Manual Sections

Board policies will be indexed and numbered in chapters as follows:

1. Administration & Government
2. District Personnel & Board Support
3. Fiscal Management
4. Acquisition & Maintenance of District Lands
5. Historical/Cultural
6. General

Procedure for Amending the Board Policy Manual

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. A draft of the proposed new or amended policy shall be submitted to the Board President and the General Manager in addition to a request that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors by a majority vote of the Board Members and may be amended administratively by the District Clerk in order to remain current with state and federal, state and local law or to correct typographical errors, as necessary.

Copies of the proposed new or amended policy shall be included in the agenda packet for any meeting in which they are scheduled for consideration and provided to all Board members and available to members of the public in accordance with the Brown Act.

Midpeninsula Regional Open Space Board Policy Manual

Table of Contents

Chapter 1 – Administration & Government

1.01	Board Policy Manual
1.02	Board Meetings.....
1.03	Board Agenda.....
1.04	Board Committees
1.05	Board Correspondence
1.06	Board Officers
1.07	Board Elections
1.08	Public Information, Education & Outreach.....
1.09	Public Notification.....
1.10	Retention & Destruction of District Records

Chapter 2 – District Personnel & Board Support

2.01	Board-Staff Working Relationships.....
------	--

Chapter 3 – Fiscal Management

3.01	Financial Instrument Signatories
3.02	Safe Deposit Box
3.03	Public Contract Bidding, Vendor & Professional Consultant Selection, and Purchasing
3.04	Budget and Expenditure Authority.....

Chapter 4 – Acquisition & Maintenance of District Lands

4.01	Open Space and Use Management Planning Process
4.02	Land Acquisition Policies and Procedures
4.03	Encroachment on District Lands
4.04	Improvements on District Lands.....
4.05	Eminent Domain
4.06	CapEx Guideline and Calculation
4.07	Resource Management.....
4.08	Road Maintenance Agreements
4.09	Certificates of Acceptance and Acquisitions of Interests in Low-Value Real Property by the General Manager
4.10	Trail Use

Chapter 5 – Historical/Cultural

- 5.01 Site Naming, Gift & Special Recognition
- 5.02 Good Neighbor Policy

Chapter 6 – General

- 6.01 Electronic Communications
- 6.02 Conflict of Interest Code
- 6.03 Board Compensation and Reimbursement
- 6.04 Board Conference Attendance
- 6.05 Board Vision Care.....