



POLICIES AND PROCEDURES

TITLE: Board President

NUMBER: 4040

4040.10 The President of the Board of Trustees shall serve as chairperson 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 these actions.

4040.20 The President shall appoint and publicly announce the chairs and members of the standing committees for the ensuing year at the January Board of Trustees meeting following the election of officers. The President shall participate, as necessary, at committee meetings as an ex-officio voting member.

4040.30 The President has authorization to sign checks approved by the Board for expenses incurred by the District in accordance with District Policy 6040, Signing of District Warrants.

4040.40 The President must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

4040.50 The President and the District Manager shall prepare an agenda for each regular and special meeting of the Board of Trustees.

4040.60 The President shall serve as the Chairperson and participate as a voting member at the meetings of the Executive Committee. The Executive Committee includes all Board Officers.

4040.70 The term of office for the President is two consecutive years. The President may stand for re-election.

4040.80 The President shall represent the District at the annual American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association of California (MVCAC), Local Agency Formation Commission

(LAFCO), and any other local meetings whenever possible, or appoint another Board Officer or representative to attend and represent the District.

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Revised:	April 10, 2013
Reviewed and updated:	January 2016
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POLICIES AND PROCEDURES

TITLE: Board Vice President

NUMBER: 4050

4050.10 In the absence of the President, the Vice President of the Board of Trustees shall serve as chairperson over all meetings of the Board. 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 these actions.

4050.20 The Vice President has authorization to sign checks approved by the Board for expenses incurred by the District as authorized by District Policy 6040, Signing of District Warrants.

4050.30 The Vice President must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

4050.40 The Vice President shall participate as a voting member at the meetings of the Executive Committee. The Executive Committee includes the Board Officers.

4050.50 The term of office for the Vice President is two consecutive years. The Vice President may stand for re-election.

4050.60 In the absence of the President, the Vice President shall represent the District whenever possible at the annual conferences for the American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association of California (MVCAC), and any other local meetings as directed.

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Reviewed and Updated: January 2016

Board Approval April 2016



POLICIES AND PROCEDURES

TITLE: Board Secretary

NUMBER: 4060

4060.10 In the absence of the President and the Vice President, the Secretary of the Board of Trustees shall serve as chairperson over all meetings of the Board. 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 these actions.

4060.20 The Secretary has authorization to sign checks approved by the Board for expenses incurred by the District in accordance with District Policy 6040, Signing of District Warrants.

4060.30 The Secretary must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

4060.40 The Secretary will as appropriate be responsible for personally performing or overseeing the District staff in the administration of the following duties.

4060.401 Supervising the Board of Trustees Officers nominations and election process as outlined in District Policy # 4150.

4060.402 Overseeing all Board of Trustees meeting administrative requirements including but not limited to the preparation of the Board's pre-packet, public noticing of changes to the public meetings date and time, verifying that copies of documents are available at meetings, mailing of Board documents to Trustees or members of the public, and verifying all approved documents are posted on the District's web site.

4060.403 Personally recording the Board of Trustees meetings minutes. As of January 2015, the Board of Trustees has approved \$100 for compensation to the Board Secretary for completing board meeting administration.

4060.404 Instructing the Assistant Secretary to share in the aforementioned duties as necessary.

4060.50 The Secretary shall participate as a voting member at the meetings of the Executive Committee. The Executive Committee includes the Board Officers.

4060.60 The term of office for the Secretary is two consecutive years. The Secretary may stand for re-election.

4060.70 In the absence of the President and the Vice President the Secretary shall represent the District whenever possible as the annual American Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association of California (MVCAC), and any other local meetings as directed.

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Review by Policy Committee July 2015 and January 2016

Board Approval: April 2016



POLICIES AND PROCEDURES

TITLE: Board Assistant Secretary

NUMBER: 4070

4070.10 In the absence of the President, Vice President and the Secretary, the Assistant Secretary of the Board of Trustees shall serve as chairperson over all meetings of the Board. 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 these actions.

4070.20 The Assistant Secretary has authorization to sign checks approved by the Board for expenses incurred by the District in accordance with District Policy 6040, Signing of District Warrants.

4070.30 The Assistant Secretary must be a trustee appointed by a city council or the Board of Supervisors to be a member of the Board and shall be a voter in that city or county and a resident of that portion of the city or county that is within the District.

4070.40 In the absence of the Secretary, the Assistant Secretary shall perform all the duties of the Secretary as listed in Policy # 4060.40.

4070.41 As of January 2015, the Board of Trustees has approved \$100 for compensation to the Assistant Board Secretary for completing board meeting administration if the Board Secretary is unable to complete the duties for a given month.

4070.50 The Assistant Secretary shall share in the duties of the Secretary as directed by the Secretary.

4070.60 The Assistant Secretary will serve as a voting member at the meetings of the Executive Committee. The Executive Committee includes the Board Officers.

4070.70 The term of office for the Assistant Secretary is two consecutive years. The Assistant Secretary may stand for re-election.

4070.80 In the absence of the President, Vice President, and the Secretary the Assistant Secretary shall represent the District whenever possible at the annual American

Mosquito Control Association (AMCA), California Special District Association (CSDA), Mosquito and Vector Control Association (MVCAC), and any other local meetings as directed.

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