POLICY COMMITTEE MEETING OF THE BOARD OF TRUSTEES  
June 17, 2015  
6:00 PM  
AGENDA

Policy Committee Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact District Manager Chindi Peavey at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public records that relate to any item on the open session agenda for a Policy Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all Policy Committee members. The Policy Committee of the Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection.

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

3. ROLL CALL.

- Chairperson Robert Riechel will take roll call.
- Louis Gotelli, City of Colma
- Kati Martin, City of Half Moon Bay
- Christine Fuller, City of Daly City
- Rick Wykoff, City of Foster City

4. PUBLIC COMMENTS AND ANNOUNCEMENTS.

- This time is reserved for members of the public to address the Policy Committee of the Board relative to matters of the Committee not on the agenda. No action
may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

5. REGULAR AGENDA

A. Review the following policies in the 4000 Series (Board of Trustees)

4010 Code of Ethics – recently updated, CONFIRM no change needed
4020 Meeting attendance – DISCUSS AMCA and Washington Days attendance
4030 Renumeration and Reimbursement – discussed at January 2015 Board meeting, CONFIRM no change needed
4040 Board President – DISCUSS conference attendance and purpose of Executive committee
4050 Board Vice President
4060 Board Secretary
4070 Board Assistant Secretary
4080 Members of the Board – CONFIRM no change needed
4090 Committees of the Board – CONFIRM no change needed
4100 Basis of Authority – CONFIRM no change needed
4110 Membership in Associations – CONFIRM no change needed
4120 Training Education and Conferences – see comments on conferences in 4040-4070
4130 Trustee Reference Manual – CONFIRM no change needed?
4140 Bylaws Governing the Board – CHANGE to conform with current law and election policy
4150 Board Officers Nomination and Election Policy – editorial and process changes

6. ADJOURNMENT
TITLE: Code of Ethics

NUMBER: 4010

4010.10 The Board of Trustees is committed to providing excellence in leadership that result in the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Trustees, the following rules shall be observed.

4010.101 The dignity, style, values and opinions of each Trustee shall be respected.

4010.102 Responsiveness and attentive listening in communication is encouraged.

4010.103 The needs of the District constituents are the priority of the Board of Trustees.

4010.104 The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the District Manager who will direct the professional staff members of the District.

4010.105 Trustees commit themselves to emphasizing the positive.

4010.106 Trustees shall commit themselves to focusing on issues and not personalities. The presentation of the opinions of others shall be encouraged.

4010.107 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Trustees takes action, Trustees shall commit to supporting the action and not create barriers to the implementation.

4010.108 Trustees shall practice the following procedures.
4010.1081 In seeking clarification on informational items, Trustees must direct their requests to the District Manager for information needed to supplement, upgrade, or enhance their knowledge. The District Manager may then request the information from specific staff members. The Trustees will not request information directly from staff.

4010.1082 Complaints from residents and property owners of the District will be referred directly to the District Manager.

4010.1083 Concerns for safety or hazards are to be reported to the District Manager or to the District Office. Emergency situations shall be dealt with immediately by seeking appropriate assistance.

4010.1084 If approached by District personnel concerning specific District policy, Trustees will direct inquiries to the District Manager. The chain of command must be followed.

4010.1085 When responding to constituent requests and concerns, Trustees should be courteous and if necessary, route their questions through appropriate District channels.

4010.1086 Trustees should develop a positive working relationship with the District Manager so that current issues, concerns and District projects can be discussed comfortably and openly.

4010.1087 Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as whole, rather than individual Trustees selectively.

4010.20 Trustees are responsible for monitoring the District’s progress in attaining its goals and objectives.

4010.30 All trustees are required to receive two hours of ethics training, every other year, in accordance with Assembly Bill 1234 signed into State law on January 1, 2006.

4010.301 New trustees must comply within one year of their appointment.

4010.302 Comprehensive ethics curriculum will cover ethics principles and state laws related to: personal financial gain by public servants, conflict of interest, bribery and nepotism, gifts, travel, honoraria, financial interest disclosure and competitive bidding, prohibitions on the use of public resources for personal or political purposes, the Brown Act, and Public Records Act.

4010.304 Trustees will provide a certificate of completion as proof of compliance to the District Office as required.
Designated staff members are also required to complete ethics training and meet all the requirements of the new State laws.

Issued: November 13, 2002
Revised: April 16, 2009
Reviewed: June 16, 2015
POLICIES AND PROCEDURES

TITLE: Meeting Attendance

NUMBER: 4020

4020.10 Members of the Board of Trustees shall attend all regular and special meetings of the Board unless there is good cause for absence. An excused absence will be recorded in the Board minutes if the Trustee notifies either the Board Secretary or the President of the Board of Trustees prior to being absent from a regular or special meeting. Acceptable methods of notification include electronic transmission (email), telephone communication and letters.

4020.20 A vacancy may occur if any member ceases to discharge the duty of their office (including unexcused Board of Trustee meeting absences) for the period of three (3) consecutive months except as authorized by the Board of Trustees. The Board Secretary will note in the meeting minutes those trustees who have excused or Board authorized meeting absences.

4020.30 The District Manager may request specific staff to attend regular meetings of the Board of Trustees to present reports concerning their respective areas of responsibility within the District or on special projects in which they are involved on behalf of the District. Such reports shall include, but not be limited to: ongoing entomological programs from the field and laboratory settings, operational updates on mosquito control programs, and financial and administrative data.

4020.40 Trustee attendance is encouraged at meetings and conferences directly related to the functions and interests of the District.

4020.50 All Trustees are encouraged to attend the Annual Meeting of the Mosquito and Vector Control Association of California (MVCAC).

4020.501 Upon returning from the MVCAC meeting, trustees are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. Such reports shall detail what was learned at the session(s) that may be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.
4020.60 Trustees are encouraged to attend the Annual Meeting of the California Special District Association (CSDA).

4020.601 Trustee attendance at the CSDA Annual Meeting is restricted to the Board President, or another Board Officer, or a representative (appointed by the Board President per Policy 4040.80) and up to three (3) Trustees of the Board will be eligible to attend the meeting, with preferences to Board Trustees who have never attended a CSDA Annual Meeting, followed by those who have not attended for at least three (3) years.

4020.602 Board Trustees who have attended within the last two (2) years will not be eligible to attend.

4020.603 Trustee declining the invitation to attend the CSDA Annual Meeting will automatically drop to the bottom of the attendance preference list and the next eligible Board Trustee will be selected.

4020.604 Once a Board Trustee attends the CSDA Annual Meeting that Trustee will be placed at the bottom of the attendance preference list.

4020.605 Upon returning from the CSDA Annual Meeting, trustees are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. This report shall detail what was learned at the session(s) that may be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

4020.606 District Manager regulates staff attendance at the CSDA Annual Meeting, giving consideration to training opportunities.

4020.70 The District Manager will represent the District at the Quarterly and Annual Meeting of the Vector Control Joint Powers Agency (VCJPA). If a District Trustee becomes a member of the VCJPA Board of Directors they will also attend the Quarterly and Annual VCJPA meetings.

4020.701 Reports of the VCJPA Annual Meeting will be provided at a subsequent District Board of Trustee meeting, detailing what was learned at the session(s) that may be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.
4020.80 District Board of Trustees President is required to attend the local chapter of the Local Agency Formation Commission Meetings (LAFCo). The District Board of Trustee President is the District’s only voting member at the LAFCo meetings. If the District Board President is unable to attend, the District Board of Trustees must appoint another Board Trustee by Board Resolution to be the authorized voting member at the LAFCo meeting. All District Board Officers are encouraged to attend the LAFCo meetings.

4020.801 Upon returning from the LAFCo meeting, the Board President and attending trustees are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. This report shall detail what was learned at the meeting that may be of benefit to the District. Materials from the meeting may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

4020.90 Trustees are encouraged to attend the Annual County Legislative Breakfast.

4020.901 Upon returning from the Annual County Legislative Breakfast, trustees are required to prepare a written report for distribution to the Board or make a verbal report during a subsequent meeting of the Board. This report shall detail what was learned at the meeting that may be of benefit to the District. Materials from the meeting may be delivered to the District office to be included in the Trustee Board meeting pre-packet and filed in the District library for the future use of other Trustees and staff.

4020.100 Trustee attendance is also encouraged at the National Conference of the American Mosquito Control Association (AMCA) is restricted to one trustee each year, with preference to Board members who have never attended an AMCA Annual Meeting, followed by those who have not attended for at least three (3) years.

4020.1001 Trustees attendance is restricted to the Board President or another Board Officer, or a representative appointed by the Board President according to Policy 4040.80 and up to two (2) members of the Board on a rotational basis.

4020.1002 Any trustee declining the invitation will automatically drop to the bottom of the list and the next eligible member will be selected. Once a trustee attends a conference, they will then be placed on the bottom of the list.

4020.1003 Trustee attendance is encouraged at the American Mosquito Control Association (AMCA) Annual Legislative Conference in Washington D.C. will be considered each year by the Board and District Manager. The Board of Trustees President and District Manager may select two (2) District Trustees to represent our District and visit our Federal Legislators. These two (2) selected trustees will also be eligible to attend the AMCA Annual Meeting. The AMCA Annual Meeting provides full day training for those trustees attending the AMCA Annual Legislative Conference in Washington D.C.
4020.1004 District Manager determines staff attendance at the AMCA Annual Meeting, giving consideration to training opportunities.

4020.1005 Upon returning from the AMCA meeting, Trustees are required to prepare a written report for distribution to the Board or make a verbal report during the next a subsequent regular meeting of the Board. This 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 Trustee board packet and filed in the District library for the future use of other Trustees and staff.

4020.110 The District Manager coordinates and authorizes all staff attendance at annual meetings and conference, educational courses, and state and federal training events, consistent with the functions and interests of the District.

4020.120 Expenses for attendance at such meetings and conferences by Trustees and staff shall be paid in accordance with the established reimbursement schedule of the District as outlined in District Policy 1120.

4020.130 All Trustees and designated staff members are required to attend Ethics Training every two years as outlined in District Policy 4010.30.

4020.140 All Trustees and supervisory staff members are required to attend Prevention of Sexual Harassment Training every two years as mandated by state law.

Issued: November 13, 2002
Revised: May 29, 2012
Legal Review: May 29, 2012
Reviewed: June 16, 2015
TITLE: Remuneration and Reimbursement

NUMBER: 4030

4030.10 Members of the Board of Trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business pursuant to Policy 1120.

4030.20 In accordance with Health and Safety Code §2030, the Board of Trustees shall serve without compensation. In lieu of paying for actual expenses, the Board of Trustees may, by resolution, provide for the allowance and payment to each Trustee a sum not to exceed one hundred dollars ($100.00) per month for expenses incurred while on official business.

4030.201 On March 8, 2006, the Board of Trustees approved paying one hundred dollars ($100.00) per month, in lieu of actual expenses, for expenses incurred while on official business. The official business must constitute one of the following:

4030.2011 A meeting of the District Board within the meaning of Government Code §54952.2(a).

4030.2012 A meeting of a District Committee within the meaning of Government Code §54952(b).

4030.2013 An advisory body meeting within the meaning of Government Code §54952(b).

4030.2014 A conference within the meaning of Government Code §54952.2(c)(2) of the following organizations:

4030.20141 California Special District Association
4030.20142 Mosquito and Vector Control Association of California
4030.20143 American Mosquito Control Association

4030.2015 A meeting of any multi-jurisdictional governmental body on which the District Board of Trustee President or District Board of Trustees Officers serves as the District’s designated representative.
4030.2016 Any meeting attended or service provided on a given day at the formal request of the District Board of Trustees and for which the District Board of Trustees approves payment of “in lieu of allowance” stipend, not to exceed $100/month.

4030.2017 A Trustee may elect not to receive a portion or any of the authorized compensation. A written acknowledgement of this election will be provided to the Board Secretary and the District Finance Director.

4030.30 The Board Secretary, in accordance with the Health and Safety Code §2030(c), may be compensated in an amount determined by the Board of Trustees for completing board meeting administration. The Board Secretary is responsible for completing the administration requirements of setting up, recording and completing the administrative requirements for all regular and special board meetings. Compensation is negotiated between the Board Secretary and Board of Trustees.

4030.301 The Board of Trustees has approved $100 for compensation to the Board Secretary for completing Board meeting administration.

4030.302 The Board of Trustees has also 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.

Issued: November 13, 2002
Revised: March 29, 2012
Counsel Review: March 21, 2012
Board Review and Resolution confirming policy January 14, 2015
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. If a new trustee is appointed to the Board after January 1 of any year, the Board President will appoint them to a committee.

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.

Comment [C1]: Can we have a discussion of the Executive Committee – what is their function, what are their charges, when do the report to the Board?

Comment [C2]: Will this continue – the President goes to every meeting?
(LAFCO), and any other local meetings whenever possible, or appoint another Board Officer or representative to attend and represent the District.

Issued: November 13, 2002
Revised: April 10, 2013
Reviewed: June 16, 2015
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.

Issued: November 13, 2002
Revised: April 10, 2013
Reviewed: June 16, 2015
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. 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.

Issued: November 13, 2002
Revised: April 10, 2013
Reviewed: June 16, 2015
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 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.

Issued: November 13, 2002
Revised: April 10, 2013
Reviewed June 16, 2015
TITLE: Members of the Board of Trustees

NUMBER: 4080

4080.10 Each person appointed by a City or Town Council to be a member of the District’s Board of Trustees must be a registered voter in that city or Town and a resident of that portion of the city or Town that is within the District.

4080.20 Each person appointed by the Board of Supervisors to be a member of the District’s Board of Trustees must be a registered voter in that county and a resident of that portion of the county.

4080.30 Notwithstanding, any other provision of law including the common law doctrine that precludes the simultaneous holding of incompatible offices, a member of a city council may be appointed and may serve as a member of the District’s Board of Trustees if that person also meets the other applicable qualifications of the Health and Safety Code §2022.

4080.40 It is the intent of the State Legislature that persons appointed to the District’s Board of Trustee have experience, training, and education in fields that will assist in the governance of the District.

4080.50 All trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of the Health and Safety Code §2022. The Trustees shall represent the interests of the public as a whole and not solely the interests of the Board of Supervisors or the City Council that appointed them.

4080.60 The term of office for a member of the Board of Trustee shall be for a term of two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January.

4080.70 Any vacancy in the office of a member appointed to the District’s Board of Trustees shall be filled pursuant to Section 1779 of the Government Code. Any person appointed to fill a vacant office shall be appointed to fill the balance of the unexpired term.
4080.80 Trustees shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Information may be requested from the District Manager or exchanged between Trustees before meetings.

Issued: January 8, 2003
Revised: March 18, 2009
Reviewed June 16, 2015
POLICIES AND PROCEDURES

TITLE: Committees of the Board of Trustees

NUMBER: 4090

4090.10 The President has formed the following standing board committees:

4090.101 Finance
4090.102 Environmental and Public Outreach
4090.103 Policy
4090.104 Strategic Planning
4090.105 Legislative
4090.106 Manager's Evaluation

4090.20 The President of the Board of Trustees shall appoint Board members as the chairs and members of the standing committees for the ensuing year and announce them at the January Board meeting.

4090.30 The Board’s standing committees shall be established and maintained for the purpose of serving the needs of the District. The President of the Board of Trustees may make assignments for standing committees, or by a majority vote of the Board of Trustees, assignments may be made for standing committees or on their own initiative standing committees may approve their own assignments. Recommendations for action by committees shall be presented to the Board of Trustees for approval.

4090.40 The Finance Committee considers and makes recommendations regarding the financial management of the District. This may include overseeing the preparation of the annual budget, coordinating salary and benefit negotiations with District employees, analyzing investment strategies, reviewing the County Treasurer’s monthly reports, and reviewing monthly financial statements and expenditures. This committee shall also make recommendations for the selection of an auditor by the Board of Trustees and verify the completion of an annual audit.
The Environmental and Public Outreach Committee governs the District environmental and public outreach programs. This committee oversees environmental assessments, cleanup operation protocols for pesticide spills, and review of pesticide use permits. This committee also oversees District sponsored media releases, website, program brochures and handouts, media communications and educational programs. Additionally, the committee shall recommend to the Board of Trustees strategies for enhancing public perception of the District.

The Policy Committee drafts, analyzes, and makes recommendations concerning District policies for Board of Trustee approval.

The Strategic Planning Committee shall be concerned with the strategy and direction of the District. This committee will develop a Strategic Plan for consideration and approval by the Board of Trustees each fiscal year.

The Manager's Evaluation Committee shall be concerned with conducting the performance evaluation of the District Manager. The committee will solicit input from all Trustees, which will be considered by the Committee in its evaluation. The performance evaluation results will be provided to the Board of Trustees and the Board President will review the performance evaluation with the District Manager. The committee will make recommendations concerning the District Manager’s salary and benefits for the Board of Trustees approval, and shall have input concerning contract negotiations with the District Manager. The Board's representative for negotiation of new contract, salary, and benefits with the District Manager shall be the Board President or his/her designee.

The Legislative Committee works with our legislators to educate them on the needs of the District.

The President shall appoint such Ad Hoc committees as may be deemed necessary or advisable. The duties of the Ad Hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. When an Ad Hoc committee is appointed, the President of the Board of Trustees shall indicate an estimate of the date by which the committee should present its final report to the Board of Trustees.

Issued: January 8, 2003
Revision: March 27, 2012
Review by Counsel: March 21, 2012
Reviewed: June 15, 2015
POLICIES AND PROCEDURES

TITLE: Basis of Authority

NUMBER: 4100

4100.10 The Board of Trustees is the unit of authority within the District. Apart from their normal function as a part of this unit, Trustees have no individual authority. As individuals, Trustees may not commit the District to any policy, act or expenditure.

Issued: January 8, 2003
Reviewed: March 18, 2009
Reviewed: June 15, 2015
TITLE: Membership in Associations

NUMBER: 4110

4110.10 The Board of Trustees shall authorize the District to 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.

4110.20 The District may maintain membership in the following organizations:

4110.201 Vector Control Joint Powers Agency
4110.202 Mosquito and Vector Control Association of California
4110.203 American Mosquito Control Association
4110.204 Entomological Society of America
4110.205 California Special Districts Association
4110.206 Society of Vector Ecologist
4110.207 CSDA San Mateo Chapter
4110.208 Local Agency Formation Commission

Issued: January 8, 2003
Reviewed: March 18, 2009
Reviewed: June 16, 2015
TITLE: Training, Education and Conferences

NUMBER: 4120

4120.10 Trustees are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve their governance of the District.

4120.20 It is the policy of the District to encourage Board of Trustee 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.

4120.30 The Finance Director will coordinate the travel arrangements for Trustees for conferences and training courses.

4120.40 The President of the Board of Trustees approves all travel by Trustees to seminars, workshops, courses, professional organization meetings, and conferences.

4120.50 Expenses to the District for Trustees’ training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the District.

4120.501 Trustees shall travel together whenever feasible and economically beneficial.

4120.60 A Trustee is not eligible 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 appointment by their city council or Board of Supervisors, in which it has been determined that they will not retain their seat on the Board. A Trustee shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4120.70 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Trustees will either prepare a written report for
distribution to the Board, or make a verbal report during the next a subsequent regular meeting of the Board. This report shall detail the information provided 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 Trustees and staff.

4120.80 District Manager regulates and authorizes all staff travel to seminars, workshops, conferences, etc., where expenses are reimbursed by the District.

Issued: January 8, 2003
Revised: May 29, 2012
Reviewed: June 16, 2015
POLICIES AND PROCEDURES

TITLE: Trustee Reference Manual

NUMBER: 4130

4130.10 The Trustee Reference Manual developed by Mosquito and Vector Control Association of California provides information for each trustee to assist in making decisions for the communities they serve.

4130.20 Each trustee is provided a copy.

Issued: May 14, 2003
Reviewed: March 18, 2009
Reviewed: June 16, 2015
POLICIES AND PROCEDURES

TITLE: Bylaws Governing Board of Trustees

NUMBER: 4140

4140.10 Meeting Time

4140.11 Regular Meetings of the Board of Trustees shall be held at 6:00 p.m. on the 2nd Wednesday of each month. The August regular Board meeting of the Board of Trustees may be cancelled. The December regular Board meeting of the Board of Trustees may be replaced with a Trustee Field Day.

4140.12 The time or date for holding regular meetings may be altered only by a simple majority vote at the preceding regular meeting, with appropriate notices given.

4140.13 Information for regular, special, and emergency Board meetings is outlined in District Policy 5010, Board Meetings.

4140.20 Meeting Place

4140.21 Regular meetings of the Board shall be held in the conference room of the District office, 1351 Rollins Rd, Burlingame, CA 94010, except as set forth in Section 4140.22, below.

4140.22 Meetings of the Board may be held at other locations as designated by the President, or in his/her absence by the Vice-President, or by a majority vote of the Board, providing due notice is given in accordance with State law.

4140.30 Meetings Rules

4140.31 Verbal verification of the date of the next regular Board meeting shall be made by the presiding officer prior to the adjournment of each regular meeting. Board members will be mailed notices of regular meeting date, time and place, a copy of the agenda, and the documents in the agenda packet at least 72 hours before a regular Board meeting, in accordance with District Policy 5010. The agenda shall be posted for public viewing at least 72 hours before a regular Board meeting.

Issued: May 14, 2003
Revised March 27, 2012
Reviewed June 16, 2015
Policies and Procedures

Title: Board Officer's Nomination and Election Process of Board Officers

Number: 4150

4150.10 Background

4150.11 The Officers of the District Board of Trustees include the President, Vice President, Secretary, and Assistant Secretary. All officers are elected by the membership at large. The term of office is for two consecutive years. Each officer may stand for re-election.

4150.20 Overview

4150.21 Nominations for the officers will be accepted by the Board Secretary from the floor at the November Board meeting, or in writing prior to the November meeting.

4150.22 The Board Secretary will include the election notice and a list of candidates in the Pre-packet for the January Board Meeting.
4150.23 The election will be conducted by a roll call vote at the January Board meeting and the results will be announced at that meeting at the January Board meeting.

4150.24 The new Board Officers will take office at the following February Board meeting.

4150.30 Criteria

4150.31 Participation on the Board of Trustees as a Board Officer requires a substantial amount commitment of time and financial commitment. Officers Duty Policies #4040-4070 on the Duties of Board Officers and Policy #4150 the on Nominations and Elections Policy #4150 will be included in the packet for the November pre-Board packet meeting that is sent to all Trustees.

4150.40 Process

4150.41 Nominations for the Board officers will commence at the November Board meeting as directed:

4150.411 Nominations will be accepted from orally, the floor (orally) at the November Board meeting, or in writing, to the Board Secretary, prior to the November Board meeting.

Comment [C1]: Is there actually a “financial” commitment? What is it?

Comment [C2]: Nominations can’t commence at the November meeting if people can submit nominations by writing prior to that
4150.412 Trustees who are present when nominated must immediately accept or decline if nominated. Nominated Trustees who are absent must accept or decline by writing to the Board Secretary prior to the mailing of the January pre-Board packets. Nominees who failure to respond on time will be counted considered to have as if the Trustee declined the nomination.

4150.413 After the closing of nominations at the November Board meeting, each candidate may make a brief acceptance statement.

4150.414 At the November Board meeting, The Board Secretary will announce a Board Officer Election Slate of Candidates for Board Offices (Appendix # 4150-1). The Slate of Candidates for each office which will be confirmed at the November meeting by a majority vote of the Board votes cast and included in the record.

4150.415 Requests by nominees to have their names removed from the ballot must be submitted in writing and received by the Board Secretary prior to the mailing of the Pre-Packet for the January pre-packets Board Meeting.

4150.42 Election of the Board Officers commences will be conducted at the January Board meeting as directed:

4150.421 The Board Secretary will provide a list of candidates for each Board Officer Election ballot (Appendix #4150-2) for inclusion in the pre-packet for the January Board meeting.
The list of candidates for each Board Officer Election Ballot will have each Trustee listed only once and for only one position. The list of candidates Board Officer Election Ballot will include all nominations nominees for trustees who have agreeding to stand for election.

The trustees are requested to complete their Board Officer Election Ballot prior to January Board meeting. Trustee must be present in order to cast their vote.

No Board Officer Election Ballots will be accepted after the January Board meeting.

A candidate must receive a majority of the votes cast in order to be elected to office.

If no candidate receives a majority of the votes cast, then a runoff election will be held between the two candidates with the highest number of votes.

In the event of a three way or more ties for the highest number of votes in the election, a drawing of straws will be used in order to eliminate all but two of the candidates. The remaining two candidates will participate in a runoff election.

In the event of a tie in a runoff election, a coin flip will determine the winner.
The election roll call votes will be tallied at the January Board meeting by the Board Secretary.

The election tally sheet will be included in the record for the Board meeting.

The Board Secretary will announce the elected Board Officers at the January Board meeting. After the votes have been tallied.

The elected Board officers will be confirmed at the January Board meeting by a majority of the Trustee votes cast.

If any office becomes vacant during the two-year term, both nominations and a special election to fill the remaining term, will be held at the next appropriate Board of Trustees meetings. Time must be allowed to include the nominations and election announcement and documents in the pre-packet for the Board meetings at which nominations are taken and the election will be held. Otherwise, the same nominations and election process described above (Policy #4150.20 to 4150.31) will be applied to the special election. Any qualified Trustee or qualified current Officer may be nominated to run for election. The election of a current Officer to the vacant position will create another vacancy and require an additional nomination and election to be held at the same meeting.

Issued: September 9, 2009
Revised: November 14, 2013
Revised: June 16, 2015

Comment [C5]: The Board votes for officers and then votes to confirm the results of the election? Doesn't seem necessary

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