

# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Furst and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Linda VanBuskirk, Assistant to the General Manager

DATE: February 13, 2019

SUBJECT: Proposed Revisions to Board Policy Manual

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RECOMMENDATION: That the Board of Directors adopt Resolution No. \_\_\_\_, approving recommended revisions to Board Policies No. 4040 – Board Chair and Vice Chair, No. 4050 – Members of the Board of Directors, and No. 5020 – Board Meeting Agenda.

BACKGROUND: At its annual organizational meeting on December 12, 2018, the Board discussed whether it wished to make any revisions to the Board Policy Manual. It was suggested that a list of suggested revisions be sent to Legal Counsel.

The following list identifies the policies for which changes are being recommended; the pages with recommended changes identified in Track Changes format are attached.

1. Policy 4040 – Board Chair and Vice Chair
2. Policy 4050 – Members of the Board of Directors
3. Policy 5020 – Board Meeting Agenda

If approved, the revisions will be incorporated into the LARPD Board Policy Manual.

ATTACHMENTS:

Pages of Board Policy Manual with proposed revisions incorporated in Track Changes format

- ii. The Director who has served longest on the Board (in continuous service) without ever serving as Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.
  - iii. If all Directors of the Board have been Chair, the Director who has served the longest on the Board (in continuous service) since last being Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.
  - c. If no Director meets the criteria of section Nos. 4 or 5, above, or if there are Directors whose eligibility criteria are the same, then succession shall be determined by which Director has served longest on the Board (in continuous service). If a tie still exists, the Director who received the greatest number of votes at their last election shall be given preference in the rotation,
6. The Chair of the Board shall have the duties and responsibilities, powers and authority as hereinafter outlined.
- a. Presides and provides leadership at meetings of the Board in a way which: encourages openness, participation and motivation of members; maintains order and respects appropriate rules of procedures; ensures that Board activities/deliberations are effective and properly focused on policy, planning and accountability issues; advances the Board's annual and longer-term objectives.
  - b. Calls special meetings if necessary.
  - c. Determines committees outside of standing committees and appoints all committee chairs, members and alternates.
  - d. Assists the General Manager in preparing agendas for Board meetings and has final approval of the agenda.
  - e. Works in partnership with the General Manager to make sure Board policy is carried out and that the organization's mission is achieved.
  - f. Represents and acts as a spokesperson for the Board; serves as advocate and ambassador for the District.
  - g. May assist the General Manager in conducting new Board member orientations.
  - h. To lead the search for and oversee the evaluation of the General Manager and Legal Counsel;~~Oversees searches for a new General Manager; coordinates the General Manager's and other Board employees' performance evaluations;~~ coordinates periodic Board assessment with the General Manager.

11. May be required to address other legislative bodies such as City Council, School Board Trustees, County Board of Supervisors and State Legislative Committees while presenting the District's position and recommendation on issues.
12. Discusses and explains District policies with District residents, as required.
13. Attends the annual conferences conducted by State and National professional associations as a District representative.
14. Analyzes budget proposals, salary survey, rules and regulations, personnel policies, staff reports and other materials in preparation for discussion during Board meetings.
15. Other duties as required.

#### **MANDATORY REQUIREMENTS**

- Be any member who is a qualified voter and qualified eligible candidate~~a qualified voter of the District (registered to vote in the District election)~~; and
- Bbe elected by the voters of the District during a duly called District election to fill a vacancy on the Board created by the routine termination of a four year term; or
- Under certain conditions as specified by State Statutes, be appointed or elected to fill a vacancy created by other than routine termination of a four year term.

#### **DESIRABLE QUALIFICATIONS**

- Possess an interest in, a desire, and time to serve on a park and recreation district board of directors.
- Prior involvement in community activities on a volunteer basis, preferably in the area of recreation.
- Ability to comprehend complex social, cultural and economic issues at the local community level.
- Ability to express ideas and concepts in a clear, concise manner, both orally and in writing during public meetings.
- Possess a sound understanding of the relationship between various governmental levels.
- Knowledge of the operation and function of a park and recreation district.
- Knowledge of critical issues at the local community level.

# LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020

1. The General Manager shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 P.M. one week prior to the meeting date. ~~The agenda will be reviewed by the Board Chair prior to circulation.~~ The Chair reviews and has final review of the Agenda prior to circulation.
  - a. The agenda information packets shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.
2. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
  - a. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least one week prior to the date of the meeting.
  - b. The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."
  - c. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
  - d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
3. This policy does not prevent the Board from taking testimony at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.
4. At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.