

**ZONE 7 BOARD OF DIRECTORS
ADMINISTRATIVE COMMITTEE**

**Thursday, June 4, 2015
10:00 a.m.**

Location: Boardroom
Zone 7 Administration Building
100 North Canyons Parkway
Livermore, CA 94551

Director Figuers
Director Quigley
Director Ramirez Holmes

A G E N D A

1. Public Comment
2. Board Policy on Conducting Business
3. Verbal Reports
4. Adjournment



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

100 NORTH CANYONS PARKWAY, LIVERMORE, CA 94551 • PHONE (925) 454-5000 • FAX (925) 454-5727

ORIGINATING SECTION: Administration

CONTACT: Jill Duerig

AGENDA DATE: June 4, 2015

ITEM NO. 2

SUBJECT: Updating Board Policy on Conducting Business

SUMMARY:

- The Board adopted "Zone 7 Water Agency's Board Policy on Conducting Business" on December 17, 2008 and amended it on February 15, 2012 and on September 19, 2012.
- On August 19, 2013, the Board had one of its annual retreats and developed a summary set of Guiding Principles that highlighted key portions of "Zone 7 Water Agency's Board Policy on Conducting Business" and the previously-established "Gentleperson's Agreement."
- The result of that retreat discussion was that, on September 28, 2013, the board adopted the "Guiding Principles for Board Members" consistent with those discussed at the August 2013 retreat.
- Subsequent to that adoption, President Stevens asked the Administrative Committee of the Board to consider additional bullet items to be added to the Guiding Principles. The Administrative Committee discussed the additions proposed by President Stevens.
- The resulting amended Guiding Principles were adopted by the Zone 7 Board on October 16, 2013.
- At the retreat on February 4, 2015, the board discussed adding a new section to the Guiding Principles outlining the Board President's role to better reflect the spirit of the Gentleperson's Agreement.
- On February 18, 2015, the Zone 7 Board adopted the amended Guiding Principles for Board Members as discussed at the February 2015 retreat.
- It was staff's understanding that opposing directors were concerned with perceived inconsistencies between the "Board Policy on Conducting Business" and the proposed amendments to the Guiding Principles.
- At the March 18, 2015 board meeting, staff recommended amending Section 19 of the Board Policy on Conducting Business to improve consistency between the two.
- The board referred the matter to the Administrative Committee.

FUNDING:

No funding requested at this time.

RECOMMENDED ACTION:

Discuss amending the Board Policy on Conducting Business and provide direction to staff on next steps.

ATTACHMENTS:

Resolution and redline showing March 18th proposed changes to Section 19.

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

DRAFT RESOLUTION

INTRODUCED BY
SECONDED BY

Updating Board Policy on Conducting Business

WHEREAS, the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District adopted the Board Policy on Conducting Business on December 17, 2008; and

WHEREAS, the Board of Directors amended this Policy on February 15, 2012 and on September 19, 2012; and

WHEREAS, the Board of Directors adopted Guiding Principles for Board Members to summarize and highlight important parts of that Policy and has since amended that Policy to clarify the Board President's role; and

WHEREAS, amending Section 19 of Zone 7 Water Agency's Board Policy on Conducting Business would improve consistency with the newly-amended Guiding Principles for Board Members;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of Zone 7 of the Alameda Flood Control and Water Conservation District Section 19 of "Zone 7 Water Agency's Board Policy on Conducting Business" is amended consistent with the attached red-line document.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on March 18, 2015.

By _____
President, Board of Directors

SECTION 19. BOARD DECORUM

Board members shall at all times conduct themselves with the utmost decorum. Members shall afford due respect to one another, Agency staff and the public. Members shall be courteous and shall not engage in personal attacks or make malicious or offensive statements or comments during the conduct of Agency business. In carrying out their duties, Board members shall bear in mind the Board's role, the Agency's mission and the interests of the constituency the Board serves. Director participation shall be relevant to the subject matter at hand and should be expressed in a thoughtful, clear, succinct and articulate manner.

In other words, the role of the Board is to:

- Promote the best interest of the public by establishing policies that support the mission, vision and core values of the organization and by ensuring the implementation of those policies.
- Assure the fiscal health of the organization and provide the resources necessary to meet the agency's goals.
- Provide policy direction to the General Manager, who will, in turn, manage the day-to-day operations of the organization.
- Understand your role and relationship to other board members, the staff the General Manager and the public.
- Recognize and respect the distinction between the policy-setting role and the day-to-day implementation of policy by staff.

Acting in an orderly manner with utmost decorum shall mean that the following specific principles apply to the board:

- Functions as a team.
- Respects and supports each other.
- Values open and honest communication.
- Is prepared for meetings.
- Practices continued professional development in their role as directors.
- Are respectful and considerate of staff.
- Acts with decorum at and outside board meetings so as to reflect well on Zone 7.
- Cannot represent a position of the full board or commit Zone 7 without action by the full board.
- Contacts the General Manager or the Clerk of the Board with requests rather than going directly to staff.

If the Board President determines that a director has violated this Section, the President can take action up to and including discussion with an Ad Hoc Committee and, if appropriate, introduction of a board action for censure of that director.

During the section of the agenda of "Director Reports", directors reporting at the Board meeting shall limit verbal reports to topics related to Zone 7's mission and limited to five minutes per director. If the Director has additional information to share with the Board, such

information shall be provided in advance to the General Manager as a written report that can be included in the agenda package.

When communicating with members of the public or other public agency representatives, individual board members shall refrain from making personal commitments or promises for the Agency. In addition, when expressing *personal views and opinions* to third parties concerning matters within the jurisdiction of or affecting the Agency, Directors shall duly qualify them as such to avoid misinterpretation of those views and opinions as those of the Board of Directors. Conversely, when authorized by the Board of Directors to speak for the Agency at other public agencies' meetings, clearly state that what is said has been approved by the Board or that the Board has no position on an issue.

Directors are encouraged to support District policy and avoid personal statements that conflict with Board-adopted policy and decisions. Members shall afford due respect for other Member's differing opinions and viewpoints. When expressing a dissenting view to members of the public, other public agencies, other public officials and/or to the media, to avoid stimulating or inflaming controversy, Directors are encouraged to support adopted Board policy.