

**IRRIGON COMMUNITY PARK & RECREATION DISTRICT
BOARD POLICIES**

MEMBERSHIP ON THE BOARD OF DIRECTORS

A. POSITIONS AND TERM

1. The Board of Directors of the District shall consist of 5 members serving staggered four year terms. No person shall be eligible to be a Board member who is not at the time of election or appointment a resident or property owner in the District.
2. Each Board position shall have a number assigned and this number shall be transferred to the successors of each Board member.
3. All Board members shall be elected or appointed.

B. ELECTION OF BOARD MEMBERS

The election of Board members shall be conducted as provided by the District's By-Laws and ORS Chapter 255.

C. QUALIFICATIONS

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in the District's By-Laws. If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

D. OATH OF OFFICE

Each newly elected or appointed Board member shall take an oath of office at a Board meeting prior to assuming the duties of the position.

E. TERM OF OFFICE - STARTING DATE

Except where the Board or the County Court is filling a vacancy on the Board, terms of office shall start on July 1 following an election or the date of the oath of office for appointed members.

F. VACANCIES

Vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board. If a majority of the membership of the Board is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the County Court of Morrow County. The period of service of a person appointed to fill a vacancy shall expire on the June 30 after the next regular District election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for which the appointment was made. If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 next following his or her election.

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

A. MEETING THE NEEDS OF THE DISTRICT

It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District.

B. FORMULATION AND INTERPRETATION OF DISTRICT POLICY

The most important activity of the Board is the formulation and interpretation of District policies. The Board shall establish policy, reserving to itself all authority and responsibility not expressly assigned to other District officers and personnel.

C. BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY

No individual Board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines or policies of the District.

D. ETHICAL STANDARDS

Board members act as representatives of the citizens of the District. Therefore, Board members shall adhere to the highest ethical standards in the conduct of District business.

E. BOARD MEMBER EDUCATION

In order to effectively carry out their duties, Board members must be adequately informed. Members are encouraged to attend such conferences and other training programs as the Board may authorize.

BOARD MEMBER ORIENTATION

A. COOPERATION WITH BOARD CANDIDATES

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations and other aspects of the operation of the District.

B. ORIENTING NEW BOARD MEMBERS

The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. New members shall be invited to attend and participate in public Board meetings prior to being sworn in.
2. The Chief Executive Officer shall provide material pertinent to District meetings and respond to questions regarding such material.
3. New members shall be invited to meet with the Chief Executive Officer and other District personnel to discuss the services each performs for the District.
4. The Chief Executive Officer shall give each new Board Member:
 - a. An updated copy of the District's policies and procedures.
 - b. A copy of the Attorney General's "Public Records and Meetings Manual"
 - c. Copies of the minutes of all Board meetings, except for executive sessions, for the preceding twelve (12) months.
 - d. Copies of the District's last five (5) budgets.
 - e. Copies of the District's insurance policies.
 - f. Copies of all such documents as the attorney for the District may recommend with respect to any pending claims or lawsuits.
 - g. A list of all District personnel by position.

- h. Such other materials as the Board may direct or the Chief Executive Officer deems appropriate.

REIMBURSEMENTS OF BOARD MEMBER EXPENSES

A. BOARD MEMBER COMPENSATION AND REIMBURSEMENT

Pursuant to ORS 198.190, Board Members may receive daily compensation not to exceed \$50.00 for their services on the Board. Such compensation shall be set by majority vote of the Board. Board Members shall also be reimbursed for the actual and reasonable travel and other expenses incurred in the performance of official District duties.

B. REIMBURSEMENT DOCUMENTATION

Board Members incurring reimbursable expenses shall submit proper documentation of such expenses to the Chief Executive Officer or such officer's designee for reimbursement by the District.

DUTIES OF THE CHAIRMAN

A. DUTIES OF THE CHAIRMAN

1. The Chairman of the Board shall preside at meetings of the Board of Directors. The Chairman shall perform all of the duties prescribed by the Oregon Revised Statutes.
2. The Chairman shall consult with the Clerk of the Board regarding the preparation of each Board meeting agenda.
3. The Chairman shall have the same right as other members of the Board to discuss and to vote on questions before the Board.
4. The Chairman may call Special Meetings of the Board as described by the Oregon Public Meeting Law.
5. The Chairman of the Board shall sign official District documents on behalf of the Board when authorized to do so by the majority of the Board.

DUTIES OF THE VICE-CHAIRMAN

A. DUTIES OF THE VICE-CHAIRMAN

In the Chairman's absence, or during any disability of the Chairman, the Vice-Chairman shall have the powers and duties of the Chairman of the Board as prescribed by district policy. The Vice-Chairman shall have such other powers and duties as a majority of the Board may from time to time determine.

DUTIES OF THE SECRETARY-TREASURER

A. DUTIES OF THE SECRETARY-TREASURER

1. The Secretary-Treasurer of the Board shall cause accurate minutes of each Board meeting to be taken, transcribed and distributed to each Board Member in a timely manner for review prior to approval. The Secretary-Treasurer shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Secretary-Treasurer.
2. The Secretary-Treasurer of the Board shall assure that accurate accounting and financial records are maintained by the District.

3. The Secretary-Treasurer shall annually review the District's financial audit with District personnel prior to submitting the audit to the balance of the Board. The Secretary-Treasurer shall send copies of the audit to state and local agencies requiring its submission.

DUTIES OF THE CLERK

A. DUTIES OF THE CLERK

The clerk of the Board shall be the Chief Executive Officer of the District or such other person as may be designated by the Board. The duties of the Clerk of the Board are:

1. Respond directly to routine correspondence.
2. Handle correspondence of special interest to the Board as follows:
 - a. Draft replies in advance, when possible, for Board consideration.
 - b. Seek instruction for reply when necessary.
 - c. Prepare correspondence as the Board directs.
3. Prepare for Board meetings.
 - a. Prepare the agenda with the advice of the Chairman.
 - b. Maintain a calendar for the Board's unfinished business.
 - c. Call to the Board's attention legal requirements and those matters for which the District is responsible.
 - d. Draft policy motions at the request of any Board member.
4. Board meeting duties:
 - a. Attend all Board meetings or designate an alternate.
 - b. Make physical arrangements for Board meetings.
 - c. Provide notice of Board meetings in accordance with the Public Meetings Law.
5. Maintain and update the District's Policy and Procedure Manual.