

# **BYLAWS ADDENDA**

## **ADDENDUM A**

### Board Member Activities and Goals

1. Set vision
2. Set policy
3. Set priorities
4. Decision-making
5. Represent what you think is in the best interest of the constituents of the District
6. Public interaction
7. Identify problems
8. Evaluate progress
9. Determine what, why, and where
10. Oversee the General Manager

## **ADDENDUM B**

### Staff Roles and Responsibilities

1. Staff formulates recommendations and alternatives based on policy set by the Boards. Define needs and wants based on community and Board input on all sides of issues.
2. Provide concise, accurate, information on all sides of issues.
3. Take action - execute
  - Manage budget
  - Implement policy and direction of Boards
  - Provide regular updates to Boards.
4. Inform public about the Metro Districts.
5. Determine how to implement direction from Boards.

## **ADDENDUM C**

### Board Chair/Board Member/Staff/Public Relationships

#### 1. With Other Board Members

- Ensure 2-way communication between Chair and Directors.
- Share information in a timely manner prior to decision-making.
- When representing the Board, must represent the majority voice of the Board and should, include recognition of dissenting opinions.
- The Chair sets the agenda for all meetings of the Board. A majority of the quorum of the Board can overrule the Chair and change the agenda for any meeting. Should another board member want something added to the agenda including guest presentations he/she should make that request to the Chair. If the chair does not agree, then the matter should be discussed at the next meeting of the Board and the majority will decide.

#### 2. To Staff

Direction to the staff must be given to the General Manager or the Director of Finance and Administration if the General Manager is absent and will come from Chairs after discussion/vote of respective District Board of Directors. Should such direction be given by individual Board Members, including the Chair, without a vote, the General Manager shall refer the matter to the Chair or the Board as appropriate. All requests for information that would require more than one hour of staff time to prepare a response must be discussed, approved by the Board, and submitted by the Chair. Requests from an individual Board member totaling more than three hours in any month must be approved by the Board. For all requests that exceed the criteria above, the General Manager shall refer the matter to the Chair or the Board as appropriate.

#### 3. Public/Other Organization Interactions

On matters involving public interaction, the majority voice of the Board may be represented, by:

- The Chair as designated by the Board
- A Director designated by the Board or the Chair
- A staff member designated by the Board, usually the General Manager, or Community Relations Manager.

Board Members, who have not been authorized to represent the District as described above, must clearly identify that they are not representing the Board but rather themselves when requesting information from other organizations or individuals. They should specifically indicate that the request is not from the Board but from them as an individual unless authorized by the Board to make the request. An exception is when the Chair is executing his/her duty to set an agenda.

## **ADDENDUM D**

### Guidelines for Effective Interactions

1. Read the materials before the meetings.
2. Participate. Ask questions. All input is valid.
3. Communicate with staff with questions, staff responds directly or at meetings or both. Don't wait. Surprise questions may not get a timely answer.
4. Share thoughts respectfully. Be honest and candid.
5. Attend public meetings to be aware, to listen, to promote input and to support those conducting the event and the event itself. Board members are there to get constituent input. Don't drive conclusion.
6. Use General Manager to interface with staff.
7. Seek first to understand all sides of an issue. For example, visit a site. Trust each other's motives in raising questions.
8. Remember that you represent all the people in the district, not just those on your street or in your neighborhood.
9. Do not forward email messages on District business unless you have obtained the permission of the author.
10. Recognize and disclose conflicts of interest.
11. Be respectful of others.
12. Recognize need to educate new Board members.
13. No defensiveness. Respect constructive criticism.
14. Know your District and attend regular tours.
15. Interaction with public at Board meetings - Board members and Board chairs show that you have heard by:
  - Asking questions
  - Repeating their position
  - Thanking them
  - Asking staff for follow-up, if necessary.

## **ADDENDUM E**

### Criteria for Excused Absences for Regular Board Meetings

1. Excused – reasons acceptable to the Board include:
  - Illness (self, family or dependant)
  - Business travel
  - Planned vacations
  - Death/bereavement
  - Act of god, car accident, etc.
2. Procedure for directors
  - Notify chair and General Manager before the Board meeting .
3. Procedure for Chairs
  - Chair should tell Vice-Chair and General Manager
  - Chair announces/minutes recorded.
4. Statute Outcomes
  - Per state statute, 3 consecutive unexcused absences from regular Board meetings require removal from the Board.

## **ADDENDUM F**

### Responding to Constituents' Inquiries

1. If the inquiry is addressed only to a Board member and that member believes the inquiry has not been directed to other Board members, respond if you are confident in your response. Provide copy or summary to Board chair and General Manager if deemed necessary.
2. If you know the inquiry is addressed to multiple Board members, please forward it to the General Manager who will draft a response to be sent by one of Chairs after approval by other Board members. Board members may respond acknowledging receipt of the inquiry and to inform the constituent that an answer is forthcoming.
3. If the inquiry is directed to staff, staff will respond. Staff will provide a copy for the Board if deemed important.
4. If the inquiry is addressed to staff and Board members, staff will answer, unless staff is directed otherwise by Board members. Staff will provide follow-up to the Board on the outcome or resolution.
5. Attempt to respond by the following day, even if response states further discussion, evaluation and/or research are necessary.

## **ADDENDUM G**

### **Responding to Media Inquiries**

1. Have a direct up-to-date knowledge of the issue. If you don't, become informed or refer to the General Manager, the Community Relations Manager or another Board member.
2. Present your opinion as your own. Don't speak for another Board member, your Board, or the District.
3. Inquiries relating to a Board position should be referred to the General Manager, whose response should be based on Board minutes if minutes exist.

## **ADDENDUM H**

### Rules for Citizen Engagement at Board Meetings

In order to have orderly, efficient, civil and productive board meetings the following rules apply to all citizens that have a desire to address the Board:

1. Citizen comments and questions will be heard up to two times at each board meeting. Public comments are accepted only during these two comment opportunities unless the Board specifically invites public comment at other times during the meeting.
2. All citizen comments must be addressed to the Board. Directing comments and questions to staff or other members of the public is not permitted during Board meetings.
3. Citizen comments are normally limited to three minutes. The Board Chair or a majority of Board members present may increase that limit.
4. Citizens may be asked to use a microphone so that Board members and the audience can hear their comments.
5. Citizens are asked not to repeat comments made by others, merely indicate their concurrence.
6. If a citizen asks a question, the Board Chair will determine who will answer, when they will answer and the form of that answer.
7. Clapping, cheering, booing and the like are not permitted at Board meetings.
8. Failure to abide by the aforementioned rules of engagement is considered disruptive to the public process and will result in a warning to the violating citizen(s) by the Board Chair. If after that warning the citizen(s) continues to violate these rules they will be asked to leave the meeting. If the citizen does not leave the meeting when asked, the appropriate steps will be taken by the Board Chair to have them removed from the meeting.