

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Code of Ethics**  
**POLICY NUMBER: 4000**

**4000.1** The Board of Directors of the Rio Linda Elverta Recreation and Park District is committed to providing excellence in legislative leadership in order to deliver the highest quality of services to its constituents. To assist in the governance of the District, the Board shall encourage open and honest dialog while maintaining professional courtesy.

**4000.1.1** The needs of the District's constituents should be the priority of the Board of Directors.

**4000.1.2** The opinions of each Board of Director shall be respected.

**4000.1.3** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

**4000.1.4** Directors should commit themselves to act professionally as a District representative.

**4000.1.5** Directors should commit themselves to focusing on issues of the District.

**4000.1.6** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors take action, the District Administrator should commit to supporting said action.

**4000.1.7** Directors should practice the following procedures:

**4000.1.7.1** In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**4000.1.7.2** In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Administrator.

**4000.1.7.3** In handling items related to safety, concerns for safety or hazards should be reported to the District Administrator or the District Office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4000.1.7.4** In presenting items for discussion at Board meetings, see policy #5020.

**4000.1.7.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the District Administrator.

**4000.1.8** When approached by District personnel concerning specific District Policy, District Administrator should direct inquires to the appropriate staff supervisor. The chain of command should be followed.

**4000.1.9** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**4000.1.10** When responding to constituent request and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

**4000.1.11** Directors should develop a working relationship with the District Supervisors wherein current issues, concerns and District projects can be discussed comfortably and openly.

**4000.1.12** Directors should function as a part of a whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**4000.1.13** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Candidate Expenditure Ceiling**  
**POLICY NUMBER: 4005**

**4005.1** In accordance with Government Code 85400 (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of the Rio Linda Elverta Recreation and Park District and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

**4005.2** Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

**4005.2.1** If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

**4005.2.2** If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Attendance at Meetings**  
**POLICY NUMBER: 4010**

**4010.1** Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**4010.2** A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board of Directors.

**4010.3** A Board member may be excused from attending a Board meeting by contacting the Chairperson, Vice-Chairperson of the Board or the District Office prior to the meeting and informing them of the reason they will be unable to attend the meeting. The following are excused absences:

- 4010.3.1** Sickness
- 4010.3.2** Work, primary source of income
- 4010.3.3** Death in members of the immediate family
- 4010.3.4** Vacation

**4010.4** Subject to the approval of the majority of the remaining Board members, the presiding Officer at the Board meeting shall determine whether or not the absence shall be excused. Such determination shall be noted in the minutes.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Recommendation and Endorsements**

**POLICY NUMBER: 4015**

**4015.1** It is the intent of the Board of Directors of the Rio Linda Elverta Recreation and Park District to officially approve, recommend and /or endorse products, projects, or other areas of the community upon a 3/5 majority vote by the Board of Directors.

**4015.2** Matters requiring Board of Director action related to approval, recommendations, and/or endorsements shall be lawfully noticed and placed on a regular or special meeting agenda.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Remuneration and Reimbursement**  
**POLICY NUMBER: 4020**

**4020.1** Members of the Board of Directors shall receive a monthly "Director's Fee", of \$100.00 per meeting – limited to (2) two Board meetings per month. The "Director's Fee" will be established annually by the Board at its regular meeting in July.

**4020.2** Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #1060. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Board Chair**  
**POLICY NUMBER: 4025**

**4025.1** The Chairperson of the Board of Directors shall serve as Chair 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 said actions.

**4025.2** In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as Chairperson over all meetings of the Board. If the Chair and Vice Chair of the Board are both absent, the remaining members present shall select one of themselves to act as Chairperson of the meeting.

**4025.3** The Chair shall approve all agendas prior to Board meetings and may add or delete items at their discretion.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Meetings of the Board of Directors**  
**POLICY NUMBER: 4030**

**4030.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

**4030.1.1** Information exchanged before meetings shall be distributed through the District Administrator, and all Directors will receive all information being distributed.

**4030.1.2** Copies of information exchanged before meetings shall be available at the District Offices at the same time as they are made available to the Board of Directors, at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

**4030.2** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

**4030.3** Directors shall defer to the Chairperson to conduct the meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

**4030.4** Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

**4030.5** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. However if such a conflict of interest exists, Directors should not abstain from the Board's decision-making responsibilities.

**4030.6** Requests by individual Directors for substantive information and/or research from District Staff will be channeled through the District Administrator.



# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Committees of the Board of Directors**  
**POLICY NUMBER: 4035**

**4035.1** The Board Chairperson shall appoint such Ad-hoc Committees as may be deemed necessary or advisable by himself/herself and/or the Board. 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.

**4035.1.1** Any public member may serve on only one Ad-hoc Committee at a time with Board approval.

**4035.2** The following shall be Standing Committees of the Board:

**Administration and Finance Committee – to meet monthly**  
**Planning Committee – meets as needed**  
**Fire House Committee – meets as needed**  
**Safety and Security Committee – meets as needed**

**4035.3** The Board Chairperson shall appoint and publicly announce the members of the Standing Committees for the ensuing year no later than the Board's regular meeting in January. The Committee Chairperson may add additional members at any time. Each standing committee shall have two (2) Board Members appointed to it.

**4035.3.1** The public may serve on both Ad-hoc and Standing Committees of the Board, upon appointment by the Chair

**4035.4** The Board's Standing Committees may be assigned to review District functions activities, and/or operations pertaining to their designated concerns, as specified. Said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

**4035.4.1** All meetings of Standing Committees shall conform to all open meeting laws (e.g., A Brown Acts) that pertain to regular meetings of the Board of Directors.

Adopted: 10/10/2002  
Amended: 11/19/2008 added 4035.2  
Updated: 2/18/2015  
Amended: 8/17/2016  
Updated: 1/17/2018  
Updated: 8/21/2019

4035-1

**4035.5** Board members are not compensated for participation on Standing Committees.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Board of Director Vacancy**  
**POLICY NUMBER: 4040**

**4040.1** Within 60 days of the vacancy, the District Board of Directors may either appoint an individual to fill the vacancy, or call an election to fill the vacancy.

**4040.2** If the District Board of Directors takes no action within 60 days, or cannot agree on an individual, then the County of Sacramento Board of Supervisors within 90 days of the vacancy may either fill the vacancy by appointment or call an election.

**4040.3** If the Sacramento County Board of Supervisors takes no action within 90 days, then the District must call for an election to fill vacancy on the next available election date.

**4040.4** District policy will follow Government Code, Public officers & Employees. Section 1780 Special Districts: method of filling vacancies on elected Governing Boards terms.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Basis of Authority**

**POLICY NUMBER: 4045**

**4045.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

**4045.2** Directors do not represent any fractional segment of the community, but are rather a part of the body, which represents and acts for the community as a whole.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE:     Membership in Associations**  
**POLICY NUMBER: 4050**

**4050.1**         The Board of Directors may 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.

**4050.2**         Pending funding availability, The Board of Directors shall ordinarily 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.

**4050.3**         The Board of Directors shall maintain membership in the California Association for Park & Recreation Indemnity (CAPRI) and shall ensure that annual dues are paid when due.

**4050.4**         The Board of Directors shall maintain membership in the California Parks and Recreation Society (CPRS) and shall insure that annual dues are paid when due.

**4050.5**         The Board of Directors shall maintain membership in the California Special District Association (CSDA) and shall ensure that annual dues are paid when due.

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: Training, Education, and Conferences (Board of Directors)**  
**POLICY NUMBER: 4055**

**4055.1** Members of the Board of Directors are encouraged to attend conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**4055.1.1** Conference requests that include overnight travel (i.e. State Conference or Specialized training) shall be restricted to one opportunity per Board Member per fiscal year.

**4055.1.2** Training, education, and conference requests must be submitted in advance to the Board for approval to be eligible for reimbursement.

**4055.2** It is the policy of the District to encourage Board development and performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organization, and attendance at local, state and national conferences associated with the interests of the District. Cash advances for these purposes are not permitted. Policy #2670 – "Travel and Reimbursement" policy shall apply.

**4055.3** A Director shall not be reimbursed 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 election in which it has been determined that they will not retain their seat on the Board. A Director will not be reimbursed for expenses associated with attending a conference or training event when it has not been approved in advance or it is apparent that there is no significant benefit to the District.

**4055.4** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Said 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 District library for the future use of other Directors and staff.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: The Brown Act**  
**POLICY NUMBER: 4060**

**4060.1** The Brown Act was passed in 1953 to safeguard the public's right to access and participate in government meetings within the State. The intent is to ensure that deliberations and actions of legislative bodies are open and public, to ensure meaningful public access to local government decisions.

**4060.2** The Rio Linda Elverta Recreation and Park District Board of Directors adhere to the laws set forth by The Brown Act including, but not limited to, laws governing Brown Act all for regular meetings, standing committees, and special meetings under California Government Code Sections 54950-54963.

# **RIO LINDA ELVERTA RECREATION AND PARK DISTRICT**

## **POLICY & PROCEDURE MANUAL**

**POLICY TITLE: Cost of Living Allowance (COLA)**  
**POLICY NUMBER: 4065**

**4065.1** The California Consumer Price Index for Urban Consumers based on fiscal year average from the State Division of Finance will be used as a guideline. The District Administrator will provide this figure to the Administration & Finance Committee.

**4065.2** The Administration & Finance Committee will make recommendations to the Board of Directors for consideration for inclusion into the District Budget.

**4065.3** COLA adjustments may be given or not given at the discretion of the Board of Directors. When given, COLA adjustments apply to all full-time and regular part-time positions.

**4065.4** Any year a COLA is granted by the Board of Directors, the salary range for each classification shall be adjusted to reflect the COLA.