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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Board of Trustees  
**POLICY NUMBER:** 1040

**1040.1 General:** The District is governed by an appointed Board of Trustees, who represent the needs of the public and the employees. They may succeed themselves without limit. Trustees serve for a term of office of two or four years as determined by the appointing city or county. Terms of office commence on the first Monday in January. A vacancy on the Board of Trustees shall be filled by the appointing city or county pursuant to Health and Safety Code section 2024(b) and Government Code section 1779. The Trustees, acting as a body, establish the policy for the District and oversee its general programs. The Board of Trustees hires a District Manager to administer its programs, and recognizes that successful operation depends on mutual trust and cooperation between the Board of Trustees and the District Manager, and a respect for each other's responsibilities.

**1040.2 Board of Trustees Meeting Attendance Standards:** It is the Board of Trustees Policy that every member should diligently try to attend meetings of the Board of Trustees to the best of his or her ability. In order for the absence to be recorded as excused, it shall be the responsibility of each Trustee to inform the District office of an anticipated absence from any regularly scheduled meeting. When possible, notification should take place by no later than noon of the day of the scheduled meeting, preferable. The District shall be informed of planned absences when a Trustee has advance notice of one or more absences due to medical or business conflicts.

**1040.3** The District recognizes that business or emergency situations may prevent a Trustee from attending a meeting. Illness, family emergencies, presence out of the area for vacations or business, or required presence at another meeting are typical reasons why Trustees have been excused from BCMVCD meetings. Too many missed meetings interfere with a Trustee's ability to make informed decisions on District policy. Repeated absences deprive a Trustee's constituency of representation.

**1040.4** In any 12 month period, three unexcused absences by a Trustee, or four or more excused absences for any reason shall be considered excessive. The Board of Trustees shall write a letter to a Trustee with excessive absences advising him/her of the problem, and of the Board's concern. The letter will inquire about the Trustee's intention with respect to future representation on the BCMVCD Board. The letter will also ask if the Trustee wishes to continue serving as a Trustee. If a Trustee wishes to continue as a Board member after several absences, the District Manager shall offer to meet with that Trustee prior to his/her return, to review actions and decisions made during the Trustee's absence.

**1040.5** As part of any letter notifying appointers of the expiration of any term for a Trustee of the District, that letter should contain information incorporating the policies of this section as a way to inform appointers of the Board's recommendation for attendance. Appointers, as part of the selection process for Trustee appointments, should be asked to inquire of any appointee whether or not they would try to meet this standard.

**1040.6 Board of Trustees Meetings:** Regular meetings of the Board of Trustees shall be held at the Chico substation at 4:00 P.M. on the second Wednesday of each month. If the designated Wednesday falls

on a legal holiday or is in conflict with the District Manager or Boards schedule, the meeting shall be held on a date agreed upon by the Board. Special Board of Trustees meetings may be held as needed.

**1040.7 Board of Trustees Member Expenses:** Each Trustee who attends one or more meetings a month shall each be eligible to receive a set amount per month, for expenses incurred in attending business meetings of the Board. Payment is to be made within five (5) days following a Board of Trustees meeting. (Currently the amount is \$100.00 per month, approved 2/8/06)

**1040.8 Meeting Notice:** At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board of Trustees, shall be posted conspicuously for public review at the District's Oroville and Chico offices. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Trustees (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

**1040.8.1** The District Manager shall provide notice to anyone upon written request. The District Manager may require the requester to pay the postage in order to have notice mailed to such person. The District Manager may at his discretion and initiative provide notice to persons not requesting notice when he determines that such notice will serve a public interest. The responsibility of the District to give notice will end with the timely posting and mailing of such notice.

**1040.8.2** Notice of Special Meetings shall be posted at least 24 hours before the meeting. Mailed notice will be sent in a manner and under the same conditions as for regular meeting notice, except for the reduced time for such notice, but without any reasonable assurance that notices will be received in a timely manner because delivery is not under the control of the District. Additionally, notice will be e-mailed in the same manner as the regular meeting notice.

**1040.9 Committees of the Board:** The President of the Board of Trustees may appoint committees to facilitate the business of the Board. These committees may be standing or ad hoc, and may include activities dealing with but not limited to: Budget, Salary Review, District Manager Evaluation, District Manager Selection, Policy Review, Program Review, etc. The President may appoint, with Board of Trustees approval, one or more Trustees or other persons to conduct hearings for any purpose at any time other than during a regular or special Board of Trustees meeting. All summaries of testimony and proposed findings and orders shall be reviewed at a subsequent regular Board of Trustees meeting and either approved or amended, before any findings or orders become final.

**1040.10** The President may appoint any Trustee to serve as the hearing officer during a hearing held as part of a regular or special Board of Trustees meeting.

**1040.11 Emergency Situations:** Emergency situations are defined as an unforeseen combination of circumstances which calls for immediate action, such as but not limited to accidents, disease threat or occurrence and or a declared State of Emergency.

**1040.12 Consideration of Items Not Posted on Agenda:** Items not listed on the posted agenda will be discussed only if the item is determined to be related to an emergency situation as determined by a majority vote of the Board. A vote of 2/3 majority of the members present and voting is required to take action on any items that arise subsequent to the posting of the agenda.