

POLICY # \_\_\_\_\_

**FLORIN COUNTY WATER DISTRICT  
PRESIDENT ROLES & RESPONSIBILITIES**

1. The President will be elected by the Board of Directors pursuant to the process set forth in the County Water District Law, elected by a majority vote of the Board of Directors during the regular Board of Directors meeting in December each year.
2. The elected President shall take office on first day of January following their election, or as soon as possible after the first day of January, during the December Board meeting, and, The term of the President shall be one year.
3. A Board member~~The President~~ may serve as the President in consecutive years.
4. The President is responsible for working with the General Manager to set the agenda for the Board of Directors meetings. The President shall be responsible for finalizing the agenda.
5. The President is the only Director on the Board who ~~may~~ call a Special Meeting of the Board pursuant to the Brown Act. If a Board member feels that a Special Meeting needs to be called, they may~~will~~ communicate with the President ~~to~~and request that a Special Meeting be called, or arrange for a Special Meeting in any other way that is legally permissible.
6. Except for documents ~~Contracts may be signed by the President or by signed by at least 2 other~~ members of the Board of Directors. A contract for the purchase of goods or services with a value of \$ \_\_\_\_\_ or less may be approved by the President or 2 Directors without action by the Board of Directors. Construction contracts, and all other contracts with a value of more than \$ \_\_\_\_\_, must first be, the President is the only Board Member and officer who is authorized to sign regular business agreements provided the value of the matter does not exceed \$ \_\_\_\_\_. The President may also sign agreements that exceed a value of \$ \_\_\_\_\_ provided the agreement is approved by the Board of Directors.

**Commented [A1]:** State law requires that a President be selected by the Board within 30 days of any director taking office (WC 30520). In off-election years (odd numbered years), state law does not expressly require that a new President be elected. So as long as the State statute (section 30520) is given priority and adhered to, the Board may also decide to rotate the President on a yearly basis by saying, e.g., "In years in which no term ends (i.e. odd-numbered years), the Board will vote to elect a Board member to the position of Board President during a regular or special meeting in December".

**Commented [A2]:** I include this part because Water Code section 30520 gives the Board 30 days after taking office pursuant to the Uniform District Election Law to elect a President. This means that the Board has a couple/a few days in January when it would still be allowed to hold the election for President.

**Commented [A3]:** Does "finalizing" mean "final approval"? I suggest not including this in case the President is very busy and unable to provide final approval of the agenda in time to comply with Brown Act posting requirements.

**Commented [A4]:** This is contrary to the Brown Act, which allows the Board President OR a majority of the Board to call a special meeting. (Gov. Code § 54956(a).)

**Commented [A5]:** Water Code 30578 provides that the Board President signs all contracts, and the Secretary countersigns. WC 30579.5, however, does allow the Board to authorize execution of contracts by other officers of the district. The intent here is a bit unclear, however; if this is intended to grant authority to the Board President (for example) to approve contracts valued below a certain level, that really should be a purchasing policy.

This Policy is voted on by all Board Members on \_\_\_\_\_

Board Member	YES	NO	Comment
Tim Baniel			
Gary Schopf			
Judi Johnson			
Leonard Heimericks			

Cindy Russell			
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This Policy is approved/disapproved by a quorum of the Board

This Policy is effective on \_\_\_\_\_

