



Santa Clara County
Open Space Authority

BOARD OPERATING RULES AND PROCEDURES

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Santa Clara County Open Space Authority
Board Operating Rules and Procedures

2.01	PURPOSE.....	3
2.05	STRUCTURE OF THE BOARD.....	3
2.05.010	Election of Directors	3
2.05.020	Appointment of Director to Fill Vacancy	3
2.05.030	Election of Director to Fill Vacancy	4
2.05.040	Unopposed/Opposed Candidates.....	4
2.05.050	Disclosure Requirements	4
2.05.060	Oath of Office	4
2.10	BOARD OFFICERS, EMPLOYEES AND COMMITTEES.....	4
2.10.010	Officers.....	4
2.10.020	Board Employees	6
2.10.030	Board Committees	6
2.10.040	Citizen Advisory Committee	6
2.10.050	Other Committees	6
2.15	RESPONSIBILITIES OF THE BOARD OF DIRECTORS	7
2.15.010	Policy, Acquisition, and Approval.....	7
2.15.020	Handling of Litigation and Other Confidential Information.....	7
2.15.030	Direction for the General Manager.....	8
2.15.040	Communications to the Public from Individual Directors	8
2.20	BOARD MEETINGS, AGENDAS, AND STAFF REPORTS.....	8
2.20.010	Place of Meeting.....	8
2.20.020	Time of Regular Meeting.....	8
2.20.030	Special Meeting	9
2.20.040	Preparation of Agendas	9
2.20.050	Distribution of Board Meeting Agendas.....	10
2.20.060	Staff Reports.....	11
2.20.070	Meetings To Be Public	11
2.20.080	Operation of Board Meetings	11
2.20.090	Board Action	13
2.20.100	Minutes	13
2.20.110	Recording of Meetings	13
2.25	COMPENSATION, EDUCATION AND REIMBURSEMENT.....	14
2.25.010	Director Compensation.....	14
2.25.020	Reimbursement for Education, Training and Conferences.....	14
2.25.030	Expenditure Reimbursement	14
2.30	MISCELLANEOUS.....	16
2.25.010	Individual Director Staff Contacts.....	16
2.25.020	Conflict of Interest	16
2.25.030	Political Activity.....	16

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

2.01 PURPOSE

These Board Operating Rules and Procedures (“Rules and Procedures”) are adopted by the Board of Directors of the Authority (“Board”) to assist in the effective operation of the Authority; for the general guidance of the Board, Management and other employees of the Authority; and to provide information to the public concerning Board procedures.

Interpretation of these Rules and Procedures is the responsibility of the Board and no action taken by the Board shall be deemed invalid solely because of a conflict or infringement of the Rules and Procedures. In the event of any conflict between any provision(s) in these Rules and Procedures and California law, California law will supercede such provision(s).

2.05 STRUCTURE OF THE BOARD

2.05.010 Election of Directors

All elections and nominations of candidates for Director will be held and conducted in accordance with applicable general election laws of the State and candidates shall be residents and electors of the districts from which they are nominated.

By Resolution or Ordinance, the Board may fix the boundaries of the districts for the purpose of electing Directors and shall establish the district boundaries to insure that the districts are nearly equal in population. The most recent statistics available from Federal, State, County and City sources are considered in establishing district boundaries.

Authority elections are consolidated with the biennial general elections and the Board shall authorize the Board of Supervisors of the County of Santa Clara to consolidate the elections, canvass the returns and cause the result to be properly certified to the Board of the Authority.

2.05.020 Appointment of Director to Fill Vacancy

A notice of vacancy for Director shall be posted in three or more conspicuous places in the jurisdiction of the Authority at least 15 days before an appointment is made.

The Board shall ensure that announcement of vacancies shall be provided to newspapers of general circulation within the jurisdiction of the Authority. Such additional noticing as may be determined necessary shall be provided.

The Chairperson shall appoint a three-member committee (“Nominating Committee”) to seek and screen applications and recommend qualified candidates. All discussions, interviews with any candidate will be conducted by the Nominating Committee. After the Nominating Committee completes its work, the Board will consider all candidates and vote on the appointment. Nothing herein prevents the Board from interviewing candidates for the vacancy.

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

2.05.030 Election of Director to Fill Vacancy

In lieu of making an appointment, the Board may, within 60 days of any vacancy, call an election to fill the vacancy. A Director elected to fill a vacancy serves until the expiration of the term of office for the Director of the voting district in question.

2.05.040 Unopposed/Opposed Candidates

Unopposed Candidates

If there is a single candidate qualified to appear on the ballot, such candidate is deemed elected and such candidate will not have his/her name on the ballot.

Candidate Statement

A candidate has the option of submitting a candidate statement of not more than 200 words. If a candidate requests a statement be included with the material distributed to voters, the Candidate shall pay \$500 toward the cost of printing, handling, translating, and mailing the candidate statements, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The Authority shall pay the balance of costs in excess of \$500. See Elections Code §13307(c).

2.05.050 Disclosure Requirements

Every candidate for election to the Board is required by State law to publicly disclose the source and amount of contributions received and expenditures made during his/her campaign for Director. Committees formed to support or oppose an individual's candidacy are subject to similar disclosure requirements. Candidates are responsible for complying with all requirements of the Political Reform Act of 1974.

Elected Directors have ongoing disclosure requirements. Disclosure statement forms shall be distributed to Directors and designated employees and shall be returned to the Clerk by April 1 of each calendar year. Rules for such disclosure are included in the Political Reform Act of 1974 and the Authority's Conflict of Interest Code. (Adopted 2/23/1995; amended by Resolution No. 03-03, 1/23/2003).

2.05.060 Oath of Office

Directors elected or appointed in lieu of an election pursuant to Elections Code Section 10515, take office at noon on the first Friday in December following an election. Prior to taking office, each elective officer shall take the official oath of office. If an appointment to fill a vacancy on the Board is made, then the Director appointed shall take office immediately after the appointment is made and the oath of office is administered.

2.10 BOARD OFFICERS, EMPLOYEES AND COMMITTEES

2.10.010 Officers

Officers of the Authority are Chairperson and Vice-Chairperson.

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

(a) Election: Elections for Chairperson and Vice-Chairperson shall be held at the first regular meeting in January of each year. The Board shall choose one of its members as Chairperson, and another Vice-Chairperson, who shall act for the Chairperson in his/her absence or incapacity.

Each office shall be voted on separately by voice vote. The candidate receiving a majority vote of the Board shall be elected.

(b) Term of Office: The Term of Office shall be for the calendar year following election, or in the case of an election to fill an unexpired term, for that portion of the year remaining after such officer is elected. However, each elected officer shall continue to serve until a successor is duly elected. No Director shall serve more than two (2) full consecutive terms in any office.

(c) Duties of Officers

(1) Chairperson: The Chairperson shall be the presiding officer of the Board and shall assume his/her place and duties as such immediately following his/her election. The Chairperson shall act as the primary spokesperson and official representative of the Board, unless otherwise assigned by a majority of the Board. The Chairperson shall preside at all regular and special meetings of the Board. The Chairperson shall preserve order at all meetings of the Board, announce its decisions on all subjects, and decide all questions of order, subject to an appeal to the Board. She/he shall participate in debate, make motions, and vote on all questions as other members of the Board.

The Chairperson shall sign all ordinances, resolutions, contracts and conveyances on behalf of the Authority after they have been approved by the Board, shall sign financial instruments as appropriate and not delegated to the General Manager, and she/he shall perform such other duties as may be imposed upon him/her by the Board. The Chairperson shall execute all official Authority documents, warrants and correspondence approved by the Board. The Chairperson shall serve as the primary contact for the General Manager to provide direction and advice regarding routine planning and operational issues (i.e. meeting schedules, dispositions of correspondences, etc.).

Nothing in this section is intended to suggest that the position of Chairperson wields formal power or authority in excess of the other Directors. Rather, the person serving as Chairperson is to be recognized as the leader of the Board, or first among equals.

(2) Vice-Chairperson: In the absence of the Chairperson, or in the event of his/her inability to act, the Vice-Chairperson shall perform all the powers and duties of the Chairperson. If both the Chairperson and Vice-Chairperson are absent or unable to act, the Board may select a Chairperson pro tempore who shall perform all the powers and duties of the Chairperson.

(3) Secretary: The functions of Secretary are the responsibility of the Clerk who has been authorized and designated to provide clerk services for the conduct of business of the Authority, including but not limited to such functions as noticing meetings, distributing agendas, maintaining official minutes of the meetings of the Board, and providing certifications and true copies of official documents as

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

may be necessary. The Clerk and/or the General Manager shall countersign all contracts and conveyances approved by the Board. In the absence of the Clerk, or in the event of his/her inability to act, the Board may select a secretary pro tempore who shall perform all the duties of the Secretary.

2.10.020 Board Employees

(a) General Manager: The General Manager shall be accountable to the Board and shall assume overall responsibility for the management of the Authority, subject, however, to all applicable laws, rules, and regulations and to the policies and directions heretofore and from time to time established by the Board. The General Manager shall exercise exclusive and direct administrative and functional authority over all employees and contractors of the Authority.

(b) Clerk: The Clerk shall countersign and affix the seal to all contracts and conveyances on behalf of the Authority and shall perform such other duties as may be required by the Board.

2.10.030 Board Committees

Upon passage of motion by a majority of Directors advisory committees composed of up to three Directors may be established for the study of specific matters. Board Committees serve in an advisory capacity to the Board in the decision-making process. Committees review and make recommendations to the Board. Committee recommendations are not binding on the Board.

No Committee shall employ or engage the services of any person or authorize or incur any charge, debt, or liability against the Authority, or commit the Board or the Authority to any course of action, without the consent of the Board.

2.10.040 Citizen Advisory Committee

California Public Resources Code Section 35171(a) requires the Authority to appoint a Citizen's Advisory Committee ("CAC") to make proposals for acquisition, preservation and maintenance of open space lands. The membership of the CAC is to be determined by the Authority based upon criteria which provides a broad representation of interests within the Authority's jurisdiction. The membership of the CAC shall reflect the cultural and ethnic diversity of the population within the Authority's jurisdiction.

To meet this statutory requirement, the Board has established a CAC. CAC members are appointed by the Board, generally in July and serve for two-year terms.

2.10.050 Other Committees

With the consent of the Board, the Chairperson may appoint a person to serve as a Board appointee on a committee that is not a committee of the Board.

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

2.15 RESPONSIBILITIES OF THE BOARD OF DIRECTORS

2.15.010 Policy, Acquisition, and Approval

The Board is the legislative body of the Authority and shall be responsible for all questions of policy. The Board is also responsible for hiring a General Manager and for clarifying the job responsibilities of the General Manager. Many activities are accomplished by the Board and implemented by the General Manager. These include, but are not limited to, the following:

- (a) Ensure that goals, objectives, action plans, policy guidelines, rules and procedures for all primary functions within the Authority are developed, adopted, documented and evaluated.
- (b) Acquire, develop and operate Authority lands. These responsibilities require the monitoring, review, and approval of financial decisions and actions, budget proposals and performance, and operating plans and performance.
- (c) Establish policies covering all employees, including salary levels.
- (d) Review and select sites for potential acquisition.
- (e) Approve property acquisitions.
- (f) Approve Authority Master Plan following development by Staff and public review.
- (g) Approve environmental review pursuant to the California Environmental Quality Act (“CEQA”) and Resource Analyses.
- (h) Review all claims over \$10,000 against the Authority with decision to accept, reject or settle.
- (i) Monitor the General Manager’s performance relative to policies, plans and established objectives.

2.15.020 Handling of Litigation and Other Confidential Information

Directors shall keep all written materials and verbal information provided to them on matters that are confidential under State law in complete confidence to ensure that the Authority’s position is not compromised. No disclosure or mention of information in these materials shall be made to anyone other than the General Manager or Legal Counsel.

All negotiations and other contacts concerning matters that have come before the Board in closed session (including, but not limited to, property acquisition or disposal, pending litigation, and/or employee negotiations) with the other party and/or party’s agent or other representatives shall be limited to, and made by, the designated Authority staff representative handling the negotiations, claim or litigation. Except as authorized above, no Director who has participated in any closed session shall have any contact or discussion with the other party or its agents or representatives concerning the matter under consideration, and all Directors are bound by law to keep all discussion and materials presented in closed session completely confidential and are prevented from disclosing the same to any member of the public. All authorized public statements; information and press releases shall be handled exclusively by the General Manager.

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

2.15.030 Direction for the General Manager

In concert with the General Manager, the Board will establish major directions and objectives for the General Manager. Any changes or modifications to objectives should not be initiated with the General Manager by any individual Director. Individual Directors may request changes or modifications through the Chairperson which should then be scheduled for consideration by the Board.

2.15.040 Communications to the Public from Individual Directors

Any written or oral communication from a Director to the public, other agencies or organizations in any way related to the Director's capacity as an elected Authority official shall be made only with a statement that the communication is the opinion of the Director as an individual and that the statement is not made in the Director's capacity as a member of the Board, unless the Board has approved the communication in advance.

If a Director appears before another governmental agency or organization to give a statement on an issue affecting the Authority, the Director should first indicate the majority position and opinion of the Board (if any). Personal opinions and comments may be expressed only if the Director clarifies that these statements do not represent the position of the Board.

The Board may appoint Liaisons to represent the Authority on Regional Commissions, Technical Advisory Committees and other similar organizations. Moreover, the Board may appoint Liaisons to open lines of communication with other government agencies and private organizations. The Board may direct these Liaisons to take a particular position on a matter or matters. Where the Board has not given its permission to take a position on behalf of the Board or the Authority, or to commit the Board or Authority to a particular course of action, Liaisons must first seek the permission of the Board before committing the Board or Authority. Without prior Board approval, a Liaison may represent their own personal position, but must state clearly that he or she does not know the position of the Board and that their position should not be taken as an endorsement by the Board or the Authority. Where a Liaison has been appointed as voting member of a commission, board, committee or other organization, the Liaison may vote on matters as a member of such commission, board, committee or other organization without approval of the Board as long as the Board or Authority is not committed to a particular course of action by such vote.

2.20 BOARD MEETINGS, AGENDAS, AND STAFF REPORTS

2.20.010 Place of Meeting

Meetings of the Board of the Authority shall normally be held at the Authority's offices at 6830 Via Del Oro, Suite 200, San Jose, California. However, meetings may also be held at such other place or places within the Authority boundaries as shall be determined by the Board.

2.20.020 Time of Regular Meeting

Regular meetings shall be held on the second and fourth Thursday of each month at the hour of 6:30 P.M. The regularly scheduled meetings of the fourth Thursday of November and December

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

shall be cancelled. The chairperson or a majority of the members of the Board (i.e., four Directors) may cancel a meeting for cause.

2.20.030 Special Meeting

Special meetings may be called at any time by the Chairperson or at the request of a majority of the members of the Board (i.e., four Directors).

2.20.040 Preparation of Agendas

The Chairperson or the General Manager may place a matter on the agenda for Board consideration. Board members may request to place items on an agenda during a Board meeting, or make requests to the Chairperson to place a matter on the agenda. It is the responsibility of the General Manager to prepare written agendas for all meetings of the Board.

A copy of the agenda and of all available supporting materials shall be mailed to Directors and other parties who have so requested by 5:00 P.M. on the Friday preceding each regular Board meeting or delivered by 6:30 P.M. on the Monday preceding each regular Board meeting.

The order of business shall be determined by the General Manager for the purpose of preparing meeting agendas. The Clerk shall prepare the agenda according to the following format unless in the General Manager's opinion a different order would be more appropriate:

(a) Roll Call: Before proceeding with the business of the Board, the Clerk or minute taker shall call the roll of the Board, and the names of those present shall be entered in the minutes.

(b) Closed Session: The Chairperson or the Authority's Legal Counsel shall announce those items that are being considered before adjourning to closed session.

(c) Announcements from Closed Session: At the Board meeting during which the Closed Session is held or at its next public meeting, the Chairperson or the Authority's Legal Counsel shall publicly report on any Board action taken in Closed Session as required by the Brown Act.

(d) Pledge of Allegiance: In conjunction with swearing in of new officers, the Pledge of Allegiance shall be recited.

(e) Oral Communications: This portion of the meeting is reserved for persons desiring to address the Board on any matter not on the agenda. Speakers are limited to three minutes. The law does not permit Board action or extended discussion of any item not on the agenda except under special circumstances.

(f) Adoption of Agenda: The Board shall adopt the agenda, with additions (if authorized by the Brown Act) or deletions. At this time a Director or any member of the public may request that an item be removed from the Consent Calendar and be considered by the Board. The order of business as set forth in the meeting agenda shall not be departed from except by consent of the majority of the Board.

(g) Written Communications: The General Manager is authorized to receive and open all mail addressed to the Board from members of the public.

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

(h) Approval of Minutes: The minutes of the previous Board meeting(s) shall be approved without reading, provided that the Clerk or the General Manager has previously furnished each Director with a copy.

(i) Consent Calendar: There shall be a Consent Calendar which shall include those matters which the General Manager and Chairperson deem to be of such a nature that no debate or inquiry should be necessary at the Board meeting. A Director or any member of the public may request that a Consent Calendar item be removed from the Consent Calendar and placed before the Board as a regular item for discussion at the time the Consent Calendar is considered. If any Director or member of the public request removal of a Consent Calendar item, it will be removed from the Consent Calendar and added as an item under “Board Business” or “Unfinished Business,” whichever is applicable.

(j) Unfinished Business: When a regular meeting is adjourned before the completion of the agenda, all unfinished items shall be listed under Unfinished Business on the next regular Board meeting agenda, at the discretion of the General Manager, unless otherwise designated by a majority of the Board.

(k) New Business: These are general items, which have not been previously considered by the Board.

(l) Informational Reports – General Manager, Legal Counsel and Directors:

Informational short reports by the General Manager, Legal Counsel and Directors on items of interest to the Authority may be given under this category, including, but not limited to, the status of property transactions or status of grant contracts. No action is permitted and any Director may request that the item be placed on the agenda for a subsequent Board meeting for consideration and action.

(m) Claims: No claims against the Authority shall be paid unless the same shall be first approved by a majority of the Board at a meeting thereof. Provided, however, that the General Manager is authorized to approve expenditures in accord with agreements previously approved by the Board or as otherwise provided by the Authority’s approved budget. Payment of employees’ salaries and fringe benefits and other recurring claims may be authorized by the Board on an annual basis.

(n) Closing Comments

(o) Adjournment

2.20.050 Distribution of Board Meeting Agendas

Agendas for regular meetings of the Board shall be mailed by the Friday in advance of the meeting date to each Director. Each local newspaper of general circulation, radio or television stations and each resident or organization located within the Authority boundaries who have requested notice of meetings in writing shall also be mailed the agendas for regular meetings.

All agendas for regular and special meetings shall conform and be noticed and posted in accordance with the Brown Act (California Government Code Section 54950, et seq.).

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

2.20.060 Staff Reports

Each substantive item on an agenda shall be supported by written explanation supplied by the General Manager. Board information will be arranged in the following format, if applicable:

- (a) Heading: Exact title, carefully worded to summarize action to be taken, and name of the staff person presenting the material.
- (b) General Manager Recommendation: Statement of action desired from Board by Staff (brief, complete and reflected in the proposed Board Resolution).
- (c) Revenue/Cost: Amount and source of funding by budget account and description of account. Any revenue derived from this proposed action should also be included in this section.
- (d) Background: Context of item and relevant history. What will be accomplished. Any controversial aspects.
- (e) Alternatives: List of alternative(s) if applicable, and short reason why each is not recommended.
- (f) Attachments: Exhibit “A” ...Map(s) or Diagram(s); Exhibit “B” ...Support Information.
- (g) Resolution: Resolution specifying the action to be taken by the Board. Proposed resolutions shall fully describe the actual action to be taken and include necessary background information.
- (h) Ordinance: Regulations governing specific activities within District parklands requiring adoption by the Board.

While Staff will prepare in advance of each meeting a form of each ordinance, resolution or motion it anticipates the Board will consider. However, such forms are for convenience only, and shall not imply any position of or decision by the Board until formally adopted. Written material submitted to the Board by staff pertaining to the Board agenda items are to be made available for inspection by the public at the Board meeting.

2.20.070 Meetings To Be Public

All meetings of the Board shall, as provided by law, be open and public and shall be conducted in accordance with the Brown Act (California Government Code Section 54950, et seq.).

2.20.080 Operation of Board Meetings

At meetings of the Board, parliamentary procedure shall be decided by the Chairperson, (subject to an overriding vote of a majority of directors) with the Legal Counsel serving as advisory parliamentarian.

- (a) Parliamentary Rules: Roberts Rules of Order shall be followed as interpreted by the Chairperson, subject to an appeal to the Board.

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

Except in those rare instances where a public hearing is required by specific statute, the Board cannot be legally required by the public, staff, or others, to discuss, debate, or take action on any subject. The Board controls its own agenda and need not consider any item it does not desire to consider.

(b) Additional Procedural Guides:

(1) Each item on an Agenda shall be introduced by the Chairperson, followed by a staff report and opportunity for the public to speak. After close of public comment, the Board will deliberate the matter following Roberts Rules of Order. The Chairperson may entertain a general discussion of the item before a motion is offered.

(2) In order to ensure that all members of the public have an opportunity to speak and that the Board is able to complete its business, there will be a three-minute limitation on comments by the public except for applicants and appellants at public hearings or as otherwise provided by law. In order to effectively enforce this rule, the Clerk will monitor the time for each speaker with an electronic timer. If there are more than twenty (20) identified speakers for one item at the beginning of the public comment period or public hearing, the Chairperson may adjust the three-minute time down to two minutes per speaker.

(3) Closed sessions of the Board shall be conducted prior to the 7:00 p.m. business portion of regular meetings. If necessary, Closed Sessions not completed prior to the 7:00 p.m. business portion will be considered at the conclusion of the business portion of the meeting, or as otherwise determined by the Board.

(4) Procedural Motions:

Division of the Question: The Chairperson may divide any ordinance, resolution or motion into two or more parts to be considered separately. The Board may override the Chairperson's action by majority vote.

Limiting Debate: Limitation of debate may be by motion to lay on the table. The motion is not debatable and requires majority vote for passage. However, the mover must have the floor to make the motion. If adopted, a motion to lay on the table postpones the entire subject until either at the same or at a later meeting, at least four of the Directors vote to take the matter from the table.

Objection to Consideration of the Question: This motion does not require a second, but must be raised when the ordinance, resolution or motion is first introduced or seconded, before it has been debated. It may be made while the mover still has the floor. The motion is not debatable and requires the Chairperson to immediately put the question, "Shall the Board consider this question?" If decided in the negative by a full two-thirds vote of the Board,

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

the item just moved is immediately dismissed and cannot again be introduced at the same meeting.

Call for the Question: Call for the question is a motion to close debate. This motion does not require a second, may be made at any time, but requires the two-thirds vote of the Board for passage. If passed, debate is closed and the Chairperson must call for an immediate vote on the item for the Board.

2.20.090 Board Action

A majority of the Directors (i.e., four) shall constitute a quorum for the transaction of business. When there is no quorum, the Chairperson, or any other Director, or the Clerk shall adjourn such meeting. No action will be taken.

A “majority vote” as specified herein consists of a vote of four Directors, which is generally sufficient for the taking of Board action or the conducting of business. However, there are exceptions where a super-majority of votes is needed to take action. A “two-thirds vote” of the Board as specified herein, or in the Authority’s Enabling Legislation, consists of five votes.

Action of the Board shall be taken by ordinance, resolution, or a motion duly recorded in the minutes of the meeting. The ayes, noes and abstentions shall be recorded and shall show how each Director voted upon the passage of all ordinances, resolutions or motions and entered into the minutes of the Board.

The enacting clause of all ordinances passed by the Board shall be in these words: “Be it ordained by the Board of Directors of the Santa Clara County Open Space Authority...”

All ordinances and resolutions shall be signed by the Chairperson and countersigned by the designee of the Clerk and approved as to form and legality by the Legal Counsel. All ordinances shall be published once within thirty (30) days after adoption in a newspaper of general circulation which is printed, published and circulated in the jurisdiction of the Authority.

Directors may request, through the Chairperson, that Staff prepare proclamations of appreciation to individuals or organizations. Proclamations will be, whenever time permits, signed by all Directors. Copies of all proclamations will be provided to all Directors.

2.20.100 Minutes

Minutes of Board meetings shall be kept by the Clerk. The Clerk shall be responsible for preparing and causing a copy of the minutes to be considered for approval by the Board at the next regular meeting or as soon thereafter as possible.

2.20.110 Recording of Meetings

Recordings of a Board meeting shall be made by the Clerk solely for clarification of action taken and for the purpose of facilitating the preparation of the minutes of the meeting. Each recording of a Board meeting may be erased two (2) years after the approval of minutes of a Board meeting (Government Code § 60201). Any recording of a Board meeting shall be made available to the public according to the California Public Records Act (Government Code § 6250, et seq.).

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

2.25 COMPENSATION, EDUCATION AND REIMBURSEMENT

2.25.010 Director Compensation

As authorized by Public Resources Code Section 35124, each Director will receive compensation in the amount of seventy-five dollars (\$75.00) for attending each meeting of the Board. The number of meetings for which a Director may receive compensation shall not exceed two meetings in any calendar month.

2.25.020 Reimbursement for Education, Training and Conferences

Directors may participate in educational conferences, seminars, workshops, courses, and professional meetings related to Authority business. Moreover, pursuant to the California Government Code Section 53235, all Directors are required to receive training in general ethics principles and ethics laws relevant to their public service. Directors must complete two hours of such ethics training within one year of their first day of service. Thereafter, each Director shall receive at least two hours of ethics training every two years. The Authority will provide information on available ethics training opportunities to the Board at least once annually.

The Authority must keep records documenting the dates that each Director satisfied their ethics training requirements and the entity that provided the training. A Certificate of Completion is required from each Board member following attendance at their ethics training. The Certificate of Completion must be given to the Clerk of the Board for record retention purposes. Records of each ethics training activity must be kept on file for at least five years from the date of the activity.

Attendance by Directors of educational conferences, seminars, workshops, courses, and professional meetings shall be approved by the General Manager or the Board prior to incurring any reimbursable costs. A Director shall not attend educational conferences, seminars, workshops, courses and professional meetings:

- (a) When it is apparent that there is no significant benefit to the Authority; or
- (b) If the opportunity occurs after they have announced their pending resignation; or
- (c) If the opportunity occurs after an election in which it has been determined that they will not retain their seat on the Board.

"Junkets" (a tour or journey for pleasure at public expense) will not be permitted.

2.25.030 Expenditure Reimbursement

Directors are eligible to receive reimbursements for actual and necessary expenses incurred in the performance of official duties. Whenever Directors desire to be reimbursed for actual and necessary out-of-pocket expenses relating to Authority business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the Authority-related purpose for the expenditure(s); receipts evidencing each expense shall be attached to the reimbursement form. Expense reports shall be submitted within a reasonable time, but not more than 30 days after incurring the expense, except

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

that all expense requests must be submitted prior to the end of the fiscal year in which the expenses have been incurred.

The General Manager or his /her designee will review and approve reimbursement requests. Expenses that do not adhere to this adopted reimbursement policy shall not be eligible for reimbursement.

Directors shall provide brief reports on meetings attended at the expense of the Authority at the next regular meeting of the Board.

Eligible Expenses

Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

- (a) Communicating with representatives of regional, state and national government on Authority adopted policy positions and concerns;
- (b) Attending educational conferences, seminars, workshops, courses and professional meetings in the contiguous United States designed to improve Authority operations and the officials' skill and information levels;
- (c) Participating in regional, state and national organizations whose activities affect the Authority's interests.

All other expenditures require approval by the Board prior to a Director incurring the expense.

Rates

If travel and lodging is required in connection with a reimbursable activity, government or group rates offered by the provider of transportation or lodging shall be used when available. If such rates are unavailable, reimbursement shall be at rates set by the Internal Revenue Service ("IRS") Publication 463 or its successor publication(s). If the lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Authority Director at the time of booking. If the group rate is not available, the Authority Director shall use comparable lodging that is consistent with government or group rates, or if a government or group rate is unavailable, reimbursement for such comparable lodging shall be at rates set by the IRS Publication 463 or its successor publication(s).

All other Reimbursement rates not specified in this policy shall coincide with rates set by IRS Publication 463 or its successor publication(s).

Any and all expenses that do not fall within the adopted reimbursement policy or rates set by IRS Publication 463 are required to be approved by the Board in a public meeting prior to the expense(s) being incurred.

Santa Clara County Open Space Authority
Board Operating Rules and Procedures

2.30 MISCELLANEOUS

2.25.010 Individual Director Staff Contacts

There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff. Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organization channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- (a) Directors should clear all short-term requests of staff with the General Manager prior to contacting individual employees and, in most cases; the General Manager should direct and handle the request for the Director.
- (b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the Board prior to direct contact of staff.

2.25.020 Conflict of Interest

Generally, The Political Reform Act of 1974 prohibits a Director from participating in or using his or her official position in any way to influence a governmental decision in which he or she has financial interest; or having a financial interest in any contract which is approved by the Board, unless the interest is “remote” and the Director discloses the remote interest to the Board; or engaging for compensation in any activity which is incompatible with the duties of a Director or the functions of the Authority. The Authority has adopted a Conflict of Interest Code as required by the Political Reform Act. (Adopted 2/23/1995; amended by Resolution No. 03-03, 1/23/2003). This Conflict of Interest Code shall be followed by the Authority, its employees and Directors in the course of conducting business.

A Director may be required to disqualify him or herself from participating in any Board decision in which that Director has a conflict of interest. Notice of disqualification from making or participating in such a Board decision shall be given at the Board meeting during which consideration of the decision occurs, and the Director shall remove himself or herself from the Board Chambers during consideration of the item with which the Director has a conflict of interest. The disqualification shall be made a part of the Minutes of the Board meeting.

2.25.030 Political Activity

The Board, either individually or as a group, may not expend any public funds, use or authorize the use of Authority’s offices, stationary, telephones, vehicles, equipment or other property for any political activity. Directors, either individually, or as a group, are prohibited from promising, threatening, or attempting to help someone gain a position with or other financial benefit from the Authority in exchange for that person’s political influence or vote. Directors may in their private capacity campaign for or against a candidate, a measure, spend personal resources, participate in any other way they wish and communicate their opinions freely. If Directors are acting in their private capacity, they may identify themselves as a member of the Board of Directors of the Authority, but may not imply, suggest or state that they are acting in their official capacity.