



**UNITED WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS
POLICIES & PROCEDURES**

**Effective April 10, 2013
Revised and Approved December 13, 2017
Revised and Approved March 13, 2018**

Scope

This policy sets forth administrative procedures to guide the Board of Directors in conducting the governance of the District. It generally sets forth procedures that are not otherwise dictated by state Government Code or Water Code, though in some cases procedures governed by state law are covered here for the sake of clarity and convenience. Many of the Board's activities are governed by the Ralph M. Brown Act (Government Code Section 54950), and the Board will comply with the Act's various provisions in recognition that it is the public's right to have access to and input on the District's governance.

Over the years, the District has adopted numerous resolutions and policies with respect to Board procedure, so this document also serves to bring together those past actions in one place.

Though otherwise intended to be as thorough as possible, it is expected that matters will arise which are not covered in this document and which must be addressed by the Board. It is expected that as these matters arise this policy will be amended to include provisions to cover them.

The District also recognizes that laws change from time to time. If any of the provisions in this document are in conflict with current law, the conflicting provisions will be deemed invalid and the current law will apply. Likewise, if any of the provisions in this document are invalidated, the remainder of the provisions in this document shall remain in effect and shall not be invalidated.

Purpose and General Provisions

United Water Conservation District, reformed in 1950 under Division 21 of the state Water Code, is governed by a seven-member Board of Directors. In order to conduct its governance responsibilities, the Board of Directors requires a clear, succinct set of procedures. These procedures help in several ways, including ensuring that the District conducts its business in compliance with state Government and Water Code or other applicable laws, provide the public with ready information about how the Board will perform governance functions, and ensure that regular administrative requirements are addressed in a timely, consistent manner.

SECTION 1 – COMPOSITION OF THE BOARD

Make-up of the Board

United Water Conservation District has been established with seven divisions of approximately equal population. Consequently, the Board of Directors shall consist of seven members, each of which shall be an elector of the division for which he is elected and a resident of Ventura County. Each Director shall be elected for a term of four years.

Election of Directors

The terms of the Directors shall be staggered such that the seats representing three of the District's divisions are up for election in the same year, and two years later the other four seats stand for election.

District elections shall be held on even numbered years and shall be consolidated with statewide general elections held in November.

In accordance with Election Code section 15651, in the event of a tie vote between the leading vote-getters in one District division, the District will hold a special election to determine the winner.

Any fees associated with the filing of Candidate Statements or for acquiring voter registration information are the sole responsibility of the candidate.

Seating of the Board

Directors shall be sworn in at the first regular Board meeting following certification of their election. They shall be sworn in by the county Clerk or by a person to whom the Clerk has delegated this authority. In the event that circumstances do not permit a newly elected or re-elected Director to be sworn in at a regular Board meeting before the last day of December following the election, special arrangements may be made with the county Clerk or his/her deputy to conduct the swearing-in.

Election of Officers

At the regular Board meeting in January of each year, the Board shall elect three officers: President, Vice-President and Secretary/Treasurer. No member of the Board shall serve more than two consecutive one-year terms in any of these three offices.

Duties of President

- Chair meetings of the Board of Directors.
- Review agenda of Board meetings with General Manager before each meeting.
- Appoint committees of the Board of Directors and assign committee chairperson responsibilities.
- Set the time and place for special meetings of the Board of Directors.
- Represent the District at public ceremonies.
- Serve as public spokesperson of the District and express approved policy of the District when called upon to do so.
- Sign checks of the District as prescribed under financial policies.

- Annually facilitate review of the General Manager.
- Chair District Executive Committee.

Duties of the Vice President

- Assume the duties of the President in his/her absence.
- Sign checks of the District as prescribed under financial policies.
- Serve as a member of the District's Executive Committee.

Duties of the Secretary/ Treasurer

- Chair the District's Finance & Audit Committee.
- Attest to accuracy of Board meeting minutes.
- Serve as a member of the District's Executive Committee.

Director Bonding

Pursuant to Water Code section 74206, each director of a water conservation district must execute an official bond in the sum of \$1,000 and file the bond, together with his or her official oath, with the secretary of his or her agency. This obligation will be fulfilled by the District for its Directors through the District's liability insurance coverage.