

Ordinance Type	District Administration	Date Adopted	June 28, 2006
Ordinance Number & Title	1100 - Board of Directors and Officers	Date Amended	June 25, 2008

## 1100.00 Governing Board

### 1100.01 Authority of the Board

The Board of Directors is the governing body of the District. The Board shall act only at its regular meetings, regular adjourned meetings, special meetings, or emergency meetings.

### 1100.02 Authority of Individual Board Members

All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as provided in this Code or otherwise authorized by the Board, shall have no power to act for the District, or the Board, or to direct the Staff of the District.

### 1100.03 Officers

#### 1100.03.1 Board Officers

The Board shall elect one of its members as President, and one of its members as Vice-President as provided in the Rules for Proceedings of the Board of Directors (the "Rules"), which are attached as Appendix A and incorporated in full herein.

#### 1100.03.2 District Officers

The Board shall appoint Officers of the District as required by law. The Board may also appoint a deputy or assistant Secretary and such other assistants and employees as it may deem necessary to operate the District

### 1100.04 Board Vacancies – Procedure for Appointment

Vacancies in the office of Director shall be filled in accordance with the laws of the State of California.

### 1100.05 Duties of the President

#### 1100.05.1 Meetings

The Rules shall govern the conduct of all public meetings of the District.

#### **1100.05.2 Board Spokesperson**

The President shall act as spokesperson for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other officer or employee of the District from making appropriate comments within the scope of his or her position with the consent of the Board.

#### **1100.05.3 Public Appearances**

The President, or any Board Member or Staff Person so designated, shall represent the Board where it is appropriate or desirable for the District to appear, at meetings of other public agencies, before public groups, or on other public occasions. However, this provision shall not limit the attendance of any Director or authorized officer or employee of the District.

#### **1100.05.4 Staff Direction**

The President shall work through the General Manager, counsel or other officer of the District to obtain such information as may be necessary and appropriate to assist the Board in its deliberations, and may direct Staff to implement the policies and decisions of the Board. Except as provided herein, or except as approved by the Board, individual Board Members shall not act independently to direct Staff in the performance of their duties.

### **1100.06 Duties of the Vice-President**

The Vice-President shall act if the President is absent or unable to act, and shall exercise all of the powers of the President on such occasions.

### **1100.07 Duties of the Secretary to the Board**

#### **1100.07.1 Board Issues**

With respect to the affairs of the Board of Directors, the Secretary shall have the following duties:

- A. To see that minutes are taken and prepared for all Board meetings.
- B. To see that the original copies of all final minutes, ordinances and resolutions of the Board are kept in appropriate books.
- C. To see that all Board committee reports are kept on file.
- D. To attest to the minutes, ordinances, resolutions, contracts and other documents of the Board.

- E. To provide notice as required by law of any Board or standing committee meeting.
- F. To provide notice as required by law of any hearing before the Board.

**1100.07.2 Other Duties**

The responsibilities enumerated in Section 1100.07 are not intended to limit any other duties of the Secretary imposed by law, or assigned from time to time by the Board, or by the General Manager if the Secretary is an employee of the District.

**1100.08 Public Hearings**

The Board shall conduct public hearings in accordance with the Rules.

**1100.09 Seal of the District**

The Seal, an impression of which is hereby affixed to this page and bearing the words “San Juan Water District” founded “March 4, 1954” is adopted as the official Seal of the District.

(Space left for Seal imprint)

**Revision History:**

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	