

MOLALLA AQUATIC DISTRICT

**BOARD OF DIRECTORS
POLICIES AND PROCEDURES MANUAL**

MOLALLA AQUATIC DISTRICT

BOARD OF DIRECTORS POLICIES AND PROCEDURES MANUAL

I. PURPOSE.

The Molalla Aquatic District (“District”) Board of Directors (“Board”) shall operate according to the provisions of Oregon Revised Statutes (ORS) Chapter 266, and the following rules (“Rules”).

These Rules are intended to promote a common understanding and uniformity in the practices and procedures of the Board.

In the event that any part of these Rules is found to be in conflict with the law, only such part or parts so found shall be null and void and the remainder thereof shall remain in full force and effect.

II. AMENDMENT OR SUSPENSION OF RULES.

These Rules may be amended or suspended by resolution of the Board after a majority vote, provided that each Director shall have been notified in writing of the proposed amendment or notice of the proposed suspension at least 48 hours in advance of the meeting.

Where a new rule replaces or amends an existing rule, the Board shall repeal the older one.

The Aquatic Director may, in case of emergency, suspend any part of these Rules which may be in conflict with handling an emergency; provided, however, that the Aquatic Director shall report the suspension, and the reason for the suspension, at the next meeting of the Board. Any such suspension shall expire at the time of the report unless continued by majority vote of the Board.

III. DUTIES OF THE MOLALLA AQUATIC DISTRICT BOARD OF DIRECTORS.

1. At the first Board meeting in July of every year, the Board shall elect a President and Vice President of the Board, who shall take office immediately and shall serve until the first Board meeting of the following July, or until his or her successor is elected and qualified to serve. In order for a member of the Board to be eligible for nomination for the office of President or Vice President, that member shall have served on the Board for at least one year.

At the same meeting, the Board shall appoint a Secretary according to paragraph 5 of this Section, and a Treasurer according to paragraph 6 of this section.

2. The duties of the President shall be as follows:
 - To preside at all meetings/work sessions of the Board;
 - To sign all documents requiring a formal signature of the Board;
 - To propose standing and special committees and appointment of Board members to those committees, for approval by the Board.
3. If the President should resign or for any reason be unable to fulfill his or her term of office, the Vice President shall assume the position of President. The Vice President shall preside in the absence of the President and shall perform such other duties as may be assigned by the President.
4. Any other vacant position shall be filled at the next regular meeting of the Board by nomination and vote of the remaining Board members.
5. The Secretary of the Board need not be a member of the Board. He or she may be the Aquatic Director or some other person designated by the Board to act in this capacity. The Secretary shall attest to the adoption of policies, rules and regulations when required.
6. The Treasurer shall be a member of the Board. He or she shall be responsible for ensuring proper management of District bank accounts and investments; compliance with Oregon's Local Budget Law; and regular distribution of financial reports to the Board of Directors.
7. A recording secretary who is not a member of the Board shall be hired to record minutes of all board meetings and any other proceedings when requested by the President.

III. MEETINGS.

1. The Board shall determine meeting dates and times at the first Board meeting in July of every year.
2. The Board President will review agenda items with the Aquatic Director.
3. Special meetings may be called by the Board President at any time. Notice thereof shall be given to every Board Member not less than two days in advance, unless such notice is waived by the Board members. No business shall be transacted at any special meeting, unless all the members of the board are present and agree to the consideration of the additional items.
4. All meetings of the Board shall be subject to Oregon's Public Meetings Laws. Any member of the public who is permitted to address the Board during a meeting shall first state her or her name, address, and the subject matter to be addressed, for recording in the meeting minutes.
5. The District shall comply with Oregon's Public Records Laws, and shall adopt and comply with policies and procedures consistent with such laws.

6. A majority of Board members comprises a quorum. If the scheduled meeting time arrives and a quorum is not assembled, the meeting may be officially canceled after a 15-minute waiting period.
7. The order of business at a regular meeting of the board shall be:
 1. Call to Order
 - 1.1 Roll Call
 - 1.2 Adjustments to the Agenda
 2. Oral Requests and Communications from the Audience/Staff
 3. Public Hearings
 4. Consent Calendar/Approval of Minutes
 - 4.1 Minutes
 - 4.2 Resolutions
 - 4.3 Ordinances
 5. Old Business
 6. New Business
 7. Business from Legal Counsel
 8. Standing and Special Committee Reports
 9. Aquatic Director's Report
 10. Written Communications
 11. Remarks from the Directors
 12. Messages and Papers from the President
 13. Adjournment
8. The Board may schedule special meetings, emergency meetings, or executive sessions as provided by law.
9. Robert's Rules of Order, Revised, shall be observed except as otherwise specified by these rules and regulations.

IV. MINUTES OF MEETINGS.

1. Copies of the meeting minutes shall be prepared as soon as practicable after each meeting and distributed to all Board Members for approval at the next meeting.

- V. Following Board approval, final Board meeting minutes shall be signed by the recording secretary. The Aquatic Director shall be responsible for providing secure storage of all District documents, including meeting minutes, and for making

documents available to the public consistent with Oregon's Public Records Laws and the District's administrative policies.

VI. COMMITTEES.

Budget Committee Appointments

1. Annually, the board will advertise for interested citizens to serve on the Budget Committee, according to Oregon's Local Budget Law. Applicants must be registered voters residing within the District's boundaries. Interested parties must apply in writing, citing reasons for their interest and qualifications for appointment to the Budget Committee.
2. The Board, by motion, will appoint Budget Committee during a public meeting.
3. The terms for the citizen members of the District's initial Budget Committee shall be as follows: Position 1, one-year; Positions 2 and 3, two years; and Positions 4 and 5, three years. Following the initial term, each citizen member shall serve a three-year term.
4. If any citizen member resigns or otherwise becomes unable to complete his or her term, the Board shall appoint a replacement to complete the term of the replaced member. Any appointed member's failure to participate on the Budget Committee is subject to review by the Board and may result in dismissal from the Budget Committee and replacement of such member by vote of the Board.

Other Committees

1. Standing and special committees may be created by the Board President, with concurrence by the Board. Committee members will be appointed by the Board President, with concurrence by the Board. Committee members shall consist of members of the Board, or may be selected from the public when deemed desirable. The Board President will set timelines for each committee.
2. The Aquatic Director may attend any meetings of any standing or special committees except when matters related to his or her employment are under consideration.
3. All committee meetings are subject to the requirements of Oregon's Public Meetings Laws.

VII. AUTHORITY OF MEMBERS.

1. No individual Board member may make any statement or take any action to bind the Board or the District unless such statement or action is specifically authorized in advance by vote of the Board, or specifically ratified by the Board after the fact.
2. All District business must be conducted at properly called meetings of the Board,

consistent with Oregon's Public Meetings Laws. If a proposition or complaint relating to matters of District policy comes to a Director outside of a meeting of the Board, the Board member should be courteous and take note of the proposition or complaint for placement on the agenda and consideration by the Board at a subsequent meeting, but shall not commit the Board to any particular response or action. Routine operational matters should be referred to the Aquatic Director.

Molalla Aquatic District

RULES OF CONDUCT- BOARD OF DIRECTORS

To encourage the highest level of professionalism and quality in District governance, the Board of Directors of the Molalla Aquatic District establishes the following guiding principles and rules of conduct for the Board:

1. The needs of all the District's patrons shall be considered by the Board when making decisions.
2. We recognize that our primary responsibility is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District should be delegated to professional staff members of the District. We are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
3. We respect the style, values, and opinions of one another. We encourage responsiveness and attentive listening in our communication. We commit ourselves to focusing on issues and not personalities. We will encourage the presentation of others' opinions by listening actively and responding in a respectful manner.
4. We commit to supporting actions taken by the majority of the Board, even if we did not vote with the majority.
5. When seeking clarification on informational items and policy-related concerns, handling complaints, handling items related to participant safety, or presenting items for discussion at Board meetings and in other forums, we shall adhere to the following practices:
 - Informational Items. Board Members may contact employees directly to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making. Informational gathering should be restricted so no or minimal impact occurs to the employee's daily routine. Requests for information outside of this scope should be directed to the Aquatic Director.
 - Handling Complaints from Residents of the District. Board members shall listen courteously to patron complaints, and then refer the patron to the Aquatic Director. If the concern is not resolved satisfactorily, the resident may appeal directly to the District Board by requesting to be placed on the agenda of the next regular meeting of the Board. The District Board shall have final authority to resolve all complaints.
 - Participant Safety. Concerns for participant safety or hazards should be promptly reported to the Aquatic Director. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - Agenda Items. Board Members wishing to have items placed on the Board meeting agenda should attempt to talk with the Board President 14

days before the Board meeting. Board Members may continue to raise subjects under “Adjustments to the Agenda.” Board Members will not attempt to push substantive issues to a vote until other Board Members have an opportunity to think the issue through.

- Policy-related Concerns. Policy-related questions, such as those related to personnel policies, legal action, land acquisition and development, finances, and programming should be brought to the Board for consideration.

When approached by professional staff members concerning policy within the District, Board members shall direct inquiries to the staff member’s supervisor. The chain of command should be followed.

6. All Board members shall work together in collaborative process, assisting each other and the President in conducting the affairs of the District. Issues shall be brought to the attention of the Board as a whole, rather than to individual Members selectively.
7. Each Board member is expected to prepare in advance for Board meetings by reviewing materials provided by the District, and to work to continually improve the Board’s legislative decision-making capabilities.

MOLALLA AQUATIC DISTRICT

BOARD POSITION DESCRIPTION

General Description

The Board of Directors of the Molalla Aquatic District consists of five elected members, each of whom serves a four-year term. The Board of Directors is responsible for adopting policies, establishing rules and regulations, and conducting the affairs of the District in compliance with Oregon Revised Statutes.

Supervision Received

A member of the Board of Directors is responsible to the voters who elected him or her. It is the responsibility of the Director to seek out information concerning the needs and interests of the residents of the District. A Director may be assigned committee work by the President of the Board with the Board concurrence and may be counseled by the President to ensure that he or she is in compliance with Board policies.

Supervision Exercised

The Board of Directors, as a body, directs the affairs of the District. The Board is responsible for formulating and evaluating policy. In addition, the Board supervises the work of the Aquatic Director, ensuring that he or she manages the District's operations effectively and efficiently.

Duties

1. To conduct the affairs of the District consistent with applicable laws.
2. To evaluate and formulate legislative policies for the District.
3. To promote the affairs of the District by engaging in public relations activities that cultivate a positive public image for the District.
4. To participate fully in short-term and long-term planning processes, ensuring that the resources of the District are utilized in an efficient and effective manner.
5. To identify the needs of the residents of the community by encouraging the formulation and implementation of market studies and other forms of needs assessment.
6. To actively promote the vision, mission, philosophy, and programs of the District by engaging in promotional activities and events.
7. To contribute to the enhancement of the Board of Directors' legislative decision-making capabilities by engaging in developmental activities directed toward the acquisition of new skills, knowledge, and competencies.
8. To ensure the long-term survivability of the District by maintaining a stable fiscal base and responsibly managing District resources.

9. To develop, adopt, and monitor the District's budget in compliance with the Oregon Revised Statutes.
10. To nurture a positive and mutually beneficial relationship with other, related organizations, institutions and agencies.
11. To provide community leadership directed toward improving and enhancing the quality of life for the residents of the District.
12. To encourage and monitor a system of accountability, ensuring that the financial affairs, official minutes, and other documents of the District are maintained in a way that is consistent with Oregon Revised Statutes.
13. To hire, supervise, and evaluate the Aquatic Director of the District to ensure continuity in operations.
14. To assess the effectiveness of the District services and facilities in meeting the needs of the residents of the District.

Qualifications

To qualify to serve on the Board, an individual must be a registered to vote in the District. ORS 266.310(2).

Skills

Desirable skills include: knowledge of park and recreation theory, public policy, public administration, and knowledge of planning and goal-setting. A Director should be skilled in communications, building trust, delegation, and facilitating group behavior.

**Molalla Aquatic District
Board Position Description**

PRESIDENT

General Description

The President of the Board of Directors serves as presiding officer of the Board. The Chair is responsible for conducting the official meetings of the Board of Directors and for supervising the Board's activities to ensure compliance with District policies and procedures. The President serves as the official spokesperson for the Board of Directors.

Supervision Received

The President is elected by the Board as a whole. This individual is accountable to the Board of Directors and to the citizens of the District. The term of this position is one year.

Supervision Exercised

The President of the Board of Directors works with other Board Members and the Aquatic Director to establish a meeting agenda for the District, establish meeting dates and times, and calling special sessions of the Board of Directors. In addition, the President is responsible for creating and supervising standing and special committees and for appointing members to those committees, with Board concurrence.

Duties

1. To preside over official meetings of the Board of Directors.
2. To establish the agenda necessary to conduct the official meetings of the Board of Directors, seeking input for agenda items by contacting members of the Board of Directors and the Aquatic Director.
3. To provide continuity in conducting the affairs of the District by ensuring that the District is operated in a manner consistent with the Oregon Revised Statutes.
4. To provide leadership to the Board of Directors, guiding their work to ensure that the annual goals are pursued and completed
5. To facilitate positive interaction between Board Members, encouraging and soliciting an open exchange of ideas, suggestions, and opinions.
6. To motivate the work of the Board of Directors and the Aquatic Director by providing positive reinforcement and encouragement.
7. To create standing and special committees, with Board concurrence; to appoint chairpersons and members of those committees, with Board concurrence; and to supervise those committees so that they are consistent with Oregon Revised Statutes and

the District's policies and procedures.

8. To endorse drafts of District funds, ensuring a high degree of fiscal responsibility and accountability.
9. To call special meetings and/or work sessions for the Board of Directors as required.
10. To work to build consensus among Board Members when pursuing the goals of the District.
11. To encourage citizen participation at Board meetings by creating a cordial, friendly, open, and responsive atmosphere.
12. To ensure that other members of the Board of Directors are in compliance with, and adhere to, the policies of the District and are made aware of any deviation from same.
13. To serve as spokesperson for the District, representing the actions of the Board as a whole in a manner that reflects positively on the District.
14. To organize and conduct the annual evaluation of the Aquatic Director of the District.
15. To perform other duties as may be assigned by the Board of Directors of the Molalla Aquatic District.

Qualifications

To qualify to serve as a President of the Board of Directors of the Molalla Aquatic District, an individual must be a current board member, resident of the District, and a registered voter. ORS 266.310(2). In addition, the individual shall have served as a member of the Board of Directors for a minimum of one year; however it is not necessary that the individual served previously as Vice President.

Skills

Knowledge of group dynamics, communication theory, Robert's Rules of Order (parliamentary procedures), leadership theory, problem-solving, and conflict resolution are all desirable skills or competencies. Further, it is essential that the President have good speaking skills and abilities.

Molalla Aquatic District Board Position Description

VICE PRESIDENT

General Description

The Vice President of the Board of Directors serves as official head and presiding officer of the Board in the absence of the President. In the absence of the President, the Vice President fulfills the duties of the President.

Supervision Received

The Vice President of the Board of Directors is elected by the Board as a whole. This individual is accountable to the Board of Directors and to the citizens of the District. The term of this position is one year.

Qualifications

To serve as Vice President of the Board of Directors, an individual must be a current board member, a resident of the District, and a registered voter. In addition, the individual shall have served as a member of the Board of Directors for a minimum of one year.

Skills

Knowledge of group dynamics, communication theory, Robert's Rules of Order (parliamentary procedures), leadership theory, problem-solving, and conflict resolution are all desirable skills or competencies. Further, it is essential that the Vice President have good speaking skills and abilities.