

Livermore Area Recreation and Park District

Staff Report

TO: Chair Palajac and Board of Directors

FROM: Mathew Fuzie, General Manager

PREPARED BY: Linda VanBuskirk, Executive Assistant to the General Manager

DATE: December 9, 2020

SUBJECT: Election of Board Officers for 2021

RECOMMENDATION: That the Board of Directors elect a Chair and Vice Chair for 2021.

BACKGROUND: LARPD Board Policy No. 4040 “Board Chair and Vice Chair” #2 states: “Officers of the Board of Directors shall be elected at the annual December organizational meeting, according to section No. 5, below. (see also Policy No. 5010-4-a).”

Section 4 states: “Eligibility for the office of Chair and Vice Chair occurs twelve (12) months following first election/appointment to the Board of Directors (assuming continuous service since first election).”

Section 5 states: “The Board of Directors establishes Board Officer rotation procedures, as follows:

- a. Chair
 - i. The Vice Chair is the Chair-elect under normal rotation.
 - ii. The Director who has served the longest on the Board (in continuous service) without ever serving as Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Chair.
 - iii. If all Directors of the Board have been Chair, the Director who has served the longest on the Board (in continuous service) since last being Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Chair.
- b. Vice Chair
 - i. When the position of the Chair is filled, the Director next in line shall rotate to the position of Vice Chair in accordance with the criteria of sections 5(ii) and 5(iii).
 - ii. The Director who has served longest on the Board (in continuous service) without ever serving as Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.

- iii. If all Directors of the Board have been Chair, the Director who has served the longest on the Board (in continuous service) since last being Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.”

- c. If no Director meets the criteria of section Nos. 4 or 5, above, or if there are Directors whose eligibility criteria are the same, then succession shall be determined by which Director has served longest on the Board (in continuous service). If a tie still exists, the Director who received the greatest number of votes at their last election shall be given preference in the rotation.”

ATTACHMENTS:

- A) Policy Number 4040 Board Chair and Vice Chair
- B) Policy Number 5010 Board Meetings

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Chair and Vice Chair
POLICY NUMBER: 4040

1. The officers of the Board of Directors shall be the Chair of the Board and the Vice Chair of the Board.
2. Officers of the Board of Directors shall be elected at the annual December organizational meeting, according to section No. 5, below. (see also Policy No. 5010-4-a).
3. Terms of office for the Chair and Vice Chair shall be for one year and on a calendar year basis.
4. Eligibility for the office of Chair and Vice Chair occurs twelve (12) months following first election/appointment to the Board of Directors (assuming continuous service since first election).
5. The Board of Directors establishes Board Officer rotation procedures, as follows:
 - a. Chair
 - i. The Vice Chair is the Chair-elect under normal rotation.
 - ii. The Director who has served the longest on the Board (in continuous service) without ever serving as Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Chair.
 - iii. If all Directors of the Board have been Chair, the Director who has served the longest on the Board (in continuous service) since last being Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Chair.
 - b. Vice Chair
 - i. When the position of the Chair is filled, the Director next in line shall rotate to the position of Vice Chair in accordance with the criteria of sections 5(ii) and 5(iii).

- ii. The Director who has served longest on the Board (in continuous service) without ever serving as Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.
 - iii. If all Directors of the Board have been Chair, the Director who has served the longest on the Board (in continuous service) since last being Chair, and who meets the criteria of section No. 4, above, shall rotate to the position of Vice Chair.
 - c. If no Director meets the criteria of section Nos. 4 or 5, above, or if there are Directors whose eligibility criteria are the same, then succession shall be determined by which Director has served longest on the Board (in continuous service). If a tie still exists, the Director who received the greatest number of votes at their last election shall be given preference in the rotation,
6. The Chair of the Board shall have the duties and responsibilities, powers and authority as hereinafter outlined.
- a. Presides and provides leadership at meetings of the Board in a way which: encourages openness, participation and motivation of members; maintains order and respects appropriate rules of procedures; ensures that Board activities/deliberations are effective and properly focused on policy, planning and accountability issues; advances the Board's annual and longer-term objectives.
 - b. Calls special meetings if necessary.
 - c. Determines committees outside of standing committees and appoints all committee chairs, members and alternates.
 - d. Assists the General Manager in preparing agendas for Board meetings and has final review of the agenda.
 - e. Works in partnership with the General Manager to make sure Board policy is carried out and that the organization's mission is achieved.
 - f. Represents and acts as a spokesperson for the Board; serves as advocate and ambassador for the District.
 - g. May assist the General Manager in conducting new Board member orientations.
 - h. Leads the search for and oversees the evaluation of the General Manager and Legal Counsel; coordinates periodic Board assessment with the General Manager.

7. The Chair shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
8. The Vice Chair of the Board shall have the duties and responsibilities, powers and authority as hereinafter outlined.
 - a. In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as Chair over all meetings of the Board. If the Chair and Vice Chair of the Board are both absent, the remaining members present shall select one of themselves to act as Chair of the meeting.
 - b. Carry out special assignments as requested by the Board Chair.
 - c. Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.
 - d. Participate as a vital part of the Board leadership.
 - e. Participates with the Chair to develop and implement officer transition plans.
 - f. In the event of a vacancy in the office of Chair, the Vice Chair will automatically assume the office of Chair for the remainder of the term.
 - g. In the event of a vacancy in the office of Vice Chair, the rotation procedure established by Policy Nos. 4040-5-b and 4040-5-c shall be followed, and the new Vice Chair will serve for the remainder of the term.

LIVERMORE AREA RECREATION AND PARK DISTRICT BOARD POLICY MANUAL

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

1. All meetings of the Board of Directors shall be held in compliance with the Ralph M. Brown Act, California Government Code §54950 through §54963. (Appendix C)
2. Regular meetings of the Board of Directors will be held twice monthly.
3. Special meetings of the Board of Directors will be held as necessary and may be called by the Board Chair, by a majority of the members of the Board of Directors, or by the General Manager.
4. Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at the first regular meeting in December.
 - a. At this meeting the Board will elect a Chair and Vice Chair from among its members (according to Policy No. 4040-5) to serve during the coming calendar year.
 - b. At this meeting the day, time and place of regular Board meetings shall be set by the Board.
 - c. The meeting calendar for the Board of Directors for the upcoming year shall be adopted at the annual December organizational meeting.
 - d. At this meeting the Board shall conduct a review of the Board Policy Manual.
5. The Chair of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

6. The Chair and the General Manager shall ensure that adequate and appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.
 - a. Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity (based on normal audience attendance) of such documents shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged an administrative fee as determined by the General Manager.
7. Directors are expected to thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged among Directors before meetings, by routing such requests and information through the General Manager to ensure that all Directors receive the same information.
8. Directors shall defer to the Chair for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
9. During a meeting, Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting at which that item is discussed (including, if desired, a position on abstention or dissenting vote).
10. Unless a conflict of interest exists, Directors should not abstain from the Board's decision-making responsibilities.