

Workshop & Review:

Zone 7 Board

Policy On Conducting Business

January 20, 2026

Overview

- Policy was reviewed and updated in 2025
- Changes reflect modernized language, best practices, and input from Administrative Committee and Board.
- Summarizes basic legal requirements and agreed-upon norms for how the Board will carry out its business.
- Key topics include:
 - Role of Board & Board Leadership
 - Principles of Conduct
 - Meeting Requirements & Order of Business
 - Board/Staff Responsibilities
 - Legal Responsibilities/Policy Enforcement

Role of the Board

- Acts collectively as the sole unit of authority
 - Individual Directors have no independent authority
- Establishes Agency policy, priorities, and strategic direction
- Provides fiscal oversight and public accountability
- Hires and evaluates the General Manager

Board Governance & Leadership

- Officers selected annually by Board vote
- Board President:
 - Presides over meetings
 - Manages agenda and parliamentary procedure
 - Appoints Board committees
 - Serves as ceremonial head of the Agency
- Role of Committees in carrying out Board business

Principles of Conduct

- Commitment to preparation, attendance, and professionalism
- Respectful interactions with fellow Directors, staff, and the public
- Focused, relevant, and clear communication
- Personal views distinguished from official Agency positions
- Compliance with ethics, conflict-of-interest, and open-government laws

Board Meetings & Public Process

- Business of agency is conducted at the Board meeting
- Meetings governed by open meeting laws
- Transparency and public participation are fundamental
 - Consistency in process helps to reinforce public trust and facilitate public participation.
- Best practices for consideration of action items

Board/Staff Responsibilities

- Board sets policy; General Manager manages operations
- Directors communicate requests through the General Manager
- General Manager is responsible for managing staff work flow & directing agency resources.
- Information gathering versus staff direction – how to manage competing concerns

Legal Responsibilities & Accountability

- Directors subject to state and local public agency laws
 - Ongoing education expected & required (see AB 1234)
- Policy sets out a process for violations – but note additional legal requirements may apply.
- Emphasis on integrity, transparency, and public trust

Additional Resources

- **Relevant Laws:** Brown Act, Agency Act, Political Reform Act
- **Agency Documents:** Agency strategic plan and adopted budget; Board policies and administrative procedures
- **Rosenburg's Rules of Order**
- **Continuing Education/Trainings:** California Special District's Association; AB 1234; League of Cities; Institute for Local Government

Questions?

