

## SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

<b>Policy Name:</b>	<b>4040 DUTIES AND RESPONSIBILITIES OF THE BOARD PRESIDENT</b>		
<b>Approval Authority:</b>	SPMUD BOARD OF DIRECTORS	<b>Adopted:</b>	
<b>Resolution No.</b>	15-23	<b>Revised:</b>	

### **PURPOSE**

The purpose of this policy is to prescribe the duties and responsibilities of the President of the Board.

### **POLICY STATEMENT**

#### **Section 1: General**

The President of the Board of Directors shall serve as chairperson at all Board meetings and assure the integrity of the Board's processes and assure Board representation to outside parties. The President 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.

In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

#### **Section 2: Duties**

The president shall preside over and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Preside over and facilitate Board meetings. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Ensure that meeting discussion focuses on those issues which, according to Board policy, belong to the Board to decide;
6. Explain what the effect of a motion would be if it is not clear to every member;

7. Restrict discussion to the question when a motion is before the Board;
8. Ensure that the Board behaves consistently within its own rules and policies, and those legitimately imposed on it from outside the organization;
9. Rule on parliamentary procedure; and
10. Put motions to a vote, and state clearly the results of the vote.

**Section 3: Responsibilities**

The president shall have all the rights to discuss and vote on any issues before the Board. Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Appoint and disband all temporary committees, subject to Board ratification;
3. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
4. Coordinate the preparation of meeting agendas with the General Manager;
5. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
6. Be responsible for the orderly conduct of all Board meetings;
7. Schedule and coordinate the process of the periodic evaluation of the General Manager;
8. Be the Spokesperson for the Board; and
9. Perform other duties as authorized by the Board.

**Section 4: Role of the President**

The President of the Board shall assure the integrity of the Board's processes and assure Board representation to outside parties. Specifically:

- a) The President shall preside over and facilitate Board meetings.
- b) The President shall ensure that meeting discussion focuses on those issues which, according to Board policy, belong to the Board to decide.
- c) The President shall ensure that deliberation is fair, open and thorough, but also timely, orderly and kept to the point.
- d) The President shall appoint the committees.
- e) The President shall schedule and coordinate the periodic process of evaluating the General Manager.
- f) The President shall appoint one or more Board members to meet with the external auditor.
- g) The President (or Vice President, as appropriate) shall approve expense reimbursement requests of other Board members.
- h) The President has no authority to supervise or direct the General Manager, apart from authority expressly granted him or her by the Board.
- i) The President may delegate his or her authority, but remains accountable for its use.