

Midpeninsula Regional Open Space District

Board Policy Manual

Board Policy Manual	Policy 1.01 Chapter 1 - Administration & Government
Effective Date: 11/13/13	Revised Date: N/A
Prior Versions: N/A	

Purpose

It is the intent of the Board of Directors of the Midpeninsula Regional Open Space District to maintain a Board Policy Manual. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Board Policy Manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

This policy will establish clear processes and procedures by which the Board of Directors shall conduct District business and activities, propose new policies, and review and revise policies contained in the "Board Policy Manual" so that it is kept current. The Board Policy Manual will also provide guidelines for the Board of Directors to conduct its business in an orderly, consistent, and fair manner.

Policy

The Board of Directors is the legislative body of the District and shall determine all questions of policy.

Generally, policy statements in the Board Policy Manual will incorporate only such matters by which the responsibility of decision is vested in the Board of Directors by virtue of state law, and specific ordinances and resolutions.

Policy statements of the Board of Directors shall be prepared in writing and approved by action of the Board of Directors. Once approved, statements of policy will be reproduced, distributed, and included in the Board Policy Manual accompanied by resolution number and date of adoption, if applicable.

In the event that a Board Policy is found to be in conflict with state or federal law or the rules of a higher authority, that portion of such policy is automatically null and void without Board action and shall be deleted from the accumulated body of policies and rules.

Board Policy Manual Sections

Board policies will be indexed and numbered in chapters as follows:

1. Administration & Government
2. District Personnel & Board Support
3. Fiscal Management
4. Acquisition & Maintenance of District Lands
5. Historical/Cultural
6. General

Procedure for Amending the Board Policy Manual

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. A draft of the proposed new or amended policy shall be submitted to the Board President and the General Manager in addition to a request that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors by a majority vote of the Board Members and may be amended administratively by the District Clerk in order to remain current with state and federal, state and local law or to correct typographical errors, as necessary.

Copies of the proposed new or amended policy shall be included in the agenda packet for any meeting in which it is scheduled for consideration and provided to all Board members and available to members of the public in accordance with the Brown Act.