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## 1.0 MEETING PROCEDURE

### 1.1 The order of business for a regular meeting will be:

- 1) Call to order/Roll Call.
- 2) Pledge of Allegiance.
- 3) Adoption of agenda.
- 4) Adoption of Minutes
- 5) Committee Reports
  - a) FINANCE REPORT TITLE-NAME
  - b) AIRPORT MANAGER REPORT TITLE-NAME
  - c) UPDATE ON PROCUREMENT AND CONTRACTS TITLE-NAME

- 6) Public Forum/Public comment.

This time will be set aside for the public to speak on any topic that is covered by the CPAD jurisdiction or would be applicable to the well-being of the District. Each member will raise a hand and be recognized by the chair. When recognized, the audience member may speak for at most 5 minutes. The Board cannot discuss or make a decision regarding the issue. However, general questions are permitted. No Board member is required to respond in any way to any question or accusation. However, if a Board member chooses to respond, the response must be conducted within the 5 minute time limit.

- 7) Old Business
- 8) New Business
- 9) Adjournment

NOTE: Each item on the agenda will be considered in order. A motion and a second may precede or follow debate of the agenda item as deemed appropriate at the time. The chair

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will interrupt the debate to allow public input. The public input will be conducted as in section (6) above, except that discussion is restricted to the agenda item and the time limit is 3 minutes instead of 5 minutes. When everyone in the audience has had a chance to speak, the chair will “bring the discussion back to the Board for the remainder of the debate and vote, if any.

NOTE: Public comment is allowed on all items on the agenda.

NOTE: No action may be taken on any business which is not on the published agenda except for special circumstances described in the Brown Act.

NOTE: The order of business for a special meeting does not include items D and E.

## **2.0 BOARD MEMBER DUTIES**

2.1. A Board member must make sure to meet the needs of the people he/she represents. Every decision they make should be, "How will this decision help us serve the people better?"

2.2 Board members, acting as a group, set policies and goals for the District. Board members who take Board actions without the approval of the full Board seriously damage this District.

2.3 Board members as trustees, must assure this District has adequate finances and money is responsibly spent.

2.4 Board members, acting as a team, should make a written plan that outlines the future of this District—5, 10, 20 years

2.5 Board members shall attend Board meetings and actively participate,

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including service on committees.

### **3.0 FILLING VACANCIES**

3.1 When a vacancy is created on the Board of Directors such vacancy shall be filled by appointment of the Board as set forth herein. If the next District general election is less than 130 days after the effective date of the vacancy, the person so appointed shall hold office for the balance of the term of the person who had vacated said office. Otherwise, if the vacancy occurs during the first half of the term, the person so appointed will serve the remainder of the first half of the term. The second half will be filled by District general election.

3.2 Notice of the vacancy shall be posted in at least three conspicuous places within the District at least 30 days prior to the appointment. Notice shall also be mailed to every resident of the District. The Board shall make the appointment within 60 days after the creation of the vacancy at a regularly or specially noticed public meeting.

3.3 Applicants are required to have a written application delivered to the Airport Manager no later than close of business 14 days prior to the Board meeting date. The application shall contain the following information: name, educational background, business or work experience, previous elected or appointed office or public service or volunteer history and a statement as to why the applicant desires appointment and what the applicant feels that he/she can contribute to the Board's administration of the District. No applications will be accepted after the deadline date nor will applications be accepted from the floor at the meeting.

### **4.0 ELECTION PROCEDURE**

4.1 The Board President, Vice president, Treasurer and Secretary are elected to

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office in the first general meeting of every calendar year. In the event of a vacancy, the vacancy will be filled at the first possible general meeting.

4.2 The election is always the first item of business on the agenda before New Business. If neither the previous Board President or Vice President is present, as might happen in a newly elected Board, one Board member is informally chosen at the beginning of the meeting to chair the meeting. The newly elected officers assume their roles immediately.

4.3 Election of an officer requires a majority vote of the Board just like a normal motion. Nominations or volunteers may be accepted by the chair in an informal fashion, but a specific motion must be made and voted upon to finalize the decision of the Board for each position.

4. No one Board member may hold more than one position.

## **5.0 MATERIALS PASSED TO NEW BOARD MEMBER**

**5.1** The Procedure and Policy Manual will be updated and maintained in current status This manual and its contents remain the property of the District. This manual will be returned to the District upon completion of the term of office for the Board Member. This manual will be issued to newly elected Board Members for their use during their term of office.

**5.2** Any keys to the District office or files issued to Board members will be returned to the Airport Manager upon completing their terms of office.

**5.3** Any other manuals, tools, or other District property remain the property of the District and will be returned by the Board member upon completion of their term of office

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**5.4** Any other files that the Board Member develops for himself such as old agenda's, minutes, letters, managers reports, financial reports and so forth shall be reviewed for the historical record and copies may be kept by the District. All such documents may be retained by the outgoing Board Member.

## **6.0 JOB DESCRIPTION BOARD PRESIDENT**

### **6.1 The President:**

The President ensures things are organized for meetings -information available regarding decisions to be made, committees ready to report, etc. The President keeps the Board "on track" during discussions so they can arrive at decisions.

Calls for a vote when an issue has been discussed enough.

Stops debate and refocuses it when discussion gets off the subject.

Decides to table an issue requiring more information.

Refers tough issues to committee.

Does not take sides on an issue, but gets the problem on the table, discussed and solved so the Board can get on with its mission.

Signs contracts, resolutions, letters, etc., whenever such signature is required and has been approved by the Board.

Does not discipline fellow Board members but makes sure the Board disciplines itself. For example, if a Board member forgets the chain of command and starts giving orders to staff, the President should bring the issue to the attention of the full Board and let the Board handle it. A staff member is not subservient to any single member of the Board. The President of the Board only has as much power as the full Board wants to give. The Board President helps to reach decisions with the other Board members and does not make the decisions himself/herself.

The President, as well as other Board Members, set aside their personal agenda and devote themselves to serving their constituents

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The President only has authority while acting with the full Board's approval. Traditionally, the Board grants only minimal decision-making power to the President — calling special meetings of the Board, for example, or suggesting Board members best suited to committee appointments.

The President is not a "doer" but a manager of the Board. When it comes to planning, the Board makes the plan with the President's guidance. A President's personal goals could be meetings under two hours, better board/administrator communications, etc. But unless these are approved by the Board, they are personal goals.

The President does not speak for the Board — to the media or the community unless the Board has given him/her a consensus opinion. Any other comments must be identified as personal opinion.

## **7.0 JOB DESCRIPTION BOARD VICE PRESIDENT**

**7.1** Understands the roles and responsibilities of the President as described above. Chairs meetings and performs other duties as needed if the President is not available.

## **8.0 JOB DESCRIPTION BOARD TREASURER**

**8.1** The treasurer is responsible for providing the financial reports at each Board Meeting and general oversight of income and expenditures for the District. They work with the Bookkeeper and Manager to track in detail the various financial transactions and review financial reports. The treasurer monitors the various requirements for the assessment district funds and recommends changes and transfers. The treasurer maintains a relationship with the banking institutions used by the District and coordinates any needed signatures and special transaction that

CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

Subject: CPAD Board Policy and Procedure

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Policy Number:XXXXXX

Date Adopted:

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may occur.

**9.0 JOB DESCRIPTION BOARD SECRETARY**

9.1 The Secretary performs a variety of tasks assuring the efficient and orderly recording of all Board Meetings, and prepares the minutes for each Board Meeting as well as performing such other duties as may be asked by the Board. Attends all CPAD Board Meetings and causes an electronic audio recording to made of each meeting. These audio recording shall be stored in the District Office until the meeting minutes are approved by the Board or 60 days whichever comes first. The Secretary shall prepare an accurate record in the form of minutes of each meeting which describe any board action taken during the meeting.