



## **RURAL NORTH VACAVILLE WATER DISTRICT**

**POLICY TITLE:** Duties of the Board President  
**POLICY NUMBER:** 4110  
**ADOPTED:** 12/11/18  
**REVISIONS:** None

### **4110.1 Presiding Officer:**

The President of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the President, the Vice President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting. The alternate presiding officer may temporarily carry out these duties and responsibilities until such time as the President or Vice President is able to resume the role of the presiding officer.

The presiding officer 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. The presiding officer may move, second, debate, and vote from the chair.

### **4110.2 Duties Regarding Meetings**

The President shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors, and shall exercise such other powers and perform such other duties in accordance with the District BYLAWS and as the Board of Directors shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time
- b) Announce the business to come before the Board
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
- e) Explain what the effect of a motion would be if it is not clear to every member
- f) Restrict discussion to the question when a motion is before the Board
- g) Rule on parliamentary procedure
- h) Put motions to a vote, and state clearly the results of the vote
- i) Preserve order and decorum



## RURAL NORTH VACAVILLE WATER DISTRICT

### 4110.3 Responsibilities

Responsibilities of the President include, but are not limited to, the following:

- a) Prepare, publish and post the agenda for each regular and special meeting of the Board as prescribed by law
- b) Sign any deeds, notes, bonds contracts or other instruments authorized by the Board to be executed
- c) Sign all instruments, act, and carry out stated requirements and the will of the Board
- d) Keeping of the minutes of the Board Meetings
- e) Sign the minutes of the Board meeting following their Board approval
- f) Appoint and disband all committees, subject to Board ratification
- g) Call such meetings of the Board as may deem necessary, giving notice as prescribed by law
- h) Confer with the General Manager or designee on important matters
- i) Ensure orderly conduct of all meetings
- j) Shall represent the Board in dealing with individuals, groups, or other agencies involved in or concerned with District affairs, under board policy
- k) Be custodian of the District records

The President may assign administrative tasks to staff in support of these duties and responsibilities.