LEBANON COMMUNITY POOL
LEBANON AQUATIC DISTRICT

# BOARD DUTIES AND RESPONSIBILITIES

# POLICY MANUAL

(Adopted on September 19, 2022 and updated on February 17, 2025)

Lebanon Aquatic District

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## SECTION 1: OVERVIEW

The policies compiled in this guidebook represent the board member duties and responsibilities of Lebanon Aquatic District. Board member's signature on the Acknowledgment and Agreement to Comply page of this manual (pg. 22) constitutes board member's agreement to comply with the board policies and guidelines stated herein.

## SECTION 2: THE BOARD

2.1 Members of the Board

The board of Lebanon Aquatic District shall be comprised of 5 board members, who are duly elected public officials serving a term of 4 years. Each board member is charged with serving the best interests of the district, and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for Lebanon Aquatic District, ORS Chapter 266. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except that expressly delegated by the board.

2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall substantially similar to the following:

*"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of Board Member of the* Lebanon Aquatic District *to the best of my abilities; that I will abide by the rules, regulations, and policies of the* Lebanon Aquatic District*; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."*

2.3 Board Officers

The board shall elect annually, from among its members, officers as prescribed by the Principal Act of Lebanon Aquatic District. These shall include President (or Chair), Vice-President, Secretary, Treasurer, Clerk, Assistant Secretary/Treasurer and/or Secretary pro tempore. Officers have the general powers and duties outlined below:

**President** – The president of the board shall preside at board meetings and shall prepare or confer with the Clerk on preparation of the meeting agenda. The president is charged with conducting meetings, preserving order and enforcing the rules of the board. He or she may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board). He or

she should also, when authorized to do so by a majority of the board, be the source of contact for the district's general counsel attorney on behalf of the district. The president has the same right as other members of the board to move, second, debate and vote.

**Vice-President** – In the president's absence, the vice-president shall act as president pro tempore, and shall have the powers and duties of the president of the board as prescribed by district polices.

**Secretary** – The secretary shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district's records permanently. Responsibilities associated with meeting minutes may be delegated by majority vote of the board, but in such a case are still under the supervision and responsibility of the board secretary. In the absence of both the president and vice-president, the secretary may act as president pro tempore.

**Treasurer** – The treasurer shall ensure that accurate accounting and financial records are maintained by the district, and that all requirements of Oregon's Local Budget Law are followed. The treasurer should provide regular financial updates to the board, as the board deems appropriate.

**Clerk** – The board may appoint a clerk, such as the District Manager or other individual designated by the board. The clerk will respond directly to routine correspondence and handle other correspondence of interest to the board as directed (this may include drafting correspondence or replies for board review). The clerk may be charged with preparing the board meeting agenda and drafting policy motions and maintaining and updating the district's policy and procedure manual. He or she should attend all board meetings and may be charged with providing meeting notice and making physical meeting arrangements according to Public Meetings law.

2.4 Vacancies

As provided by ORS 198.320, if a board member should resign from the board before his or her term is up, the vacancy shall be filled by appointment decided by majority vote of the board. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Linn County will appoint a replacement. The appointed replacement shall serve until the next regular election of board members. The board may, at its discretion, grant a leave of absence for up to three months in the event of illness or other extenuating circumstances.

2.5 Board Member Conduct

A) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of

the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

B) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the district manager. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state *in writing* the board member's operational duties/functions, and the board president and district manager shall agree to said arrangement prior to the board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

## SECTION 3: BOARD MEETINGS

3.1 Required Meetings

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate and take action as appropriate on all agenda items.

3.2 Notice

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

A. Notice of regular meetings shall be provided at least five calendar days prior to the meeting.

B. Notice shall include the key topics expected to be discussed or decided at the meeting.

C. Notice shall be given in at least two of the following ways:

1. By publication in newspaper of general circulation in the community.

2. By publication on the district website.

3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.

4. By physical posting in at least one public place, such as a community bulletin board or in a public area of the district office.

3.3 Agenda

The board president (or clerk/other assigned individual if applicable) shall prepare an agenda for each regular board meeting, special meeting, or executive session. If the responsibility to prepare the agenda is delegated to the clerk or another staff member, the board president shall review and approve the final agenda. The agenda shall specify all matters scheduled to come before the board at the meeting, under the following headings:

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION AND REPORTS

D. PUBLIC HEARING (if any)

E. AUDIENCE TIME

F. CONSENT AGENDA

G. OLD BUSINESS

H. NEW BUSINESS

I. PUBLIC COMMENT (if applicable)

J. ADJOURNMENT

Board members may request items to be placed on an agenda through the board president, clerk, or individual responsible for preparing the agenda. Agenda suggestions by board members should be made at least five days in advance of meeting. The agenda and any attachments thereto, including any Manager's or financial reports, shall be made available to board members and to the public at least three days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under New Business.

The board may place certain items on a Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification and individual approval.

3.4 Executive Sessions

The board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board

meetings, and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions are closed to the public, but the media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite persons not part of the board to attend executive sessions.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

3.5 Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

3.6 Minutes

Written minutes shall be taken at every meeting of the district. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect the matters discussed and views of the participants. The board secretary is responsible for ensuring that accurate minutes are transcribed and distributed to board members and available to the public within a reasonable time after the meeting. The secretary shall also keep official copies of properly authenticated minutes, in chronological order, on file with the district permanently.

Tape or video recordings of meetings are not required, but may be utilized at the board's discretion, and will be subject to the same permanent retention requirement. Minutes of an executive session will be kept in the form of a tape recording rather than written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

A. Name of board members and staff present;
B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
C. The result of any votes, including the names of each board member and how they voted;
D. The substance of the discussion on any matter; and
E. Reference to any document discussed at the meeting.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, board members may submit any corrections or additions to the clerk so that a corrected copy may be issued to the board and public prior to the next meeting for board approval. The board must authorize any changes to the meeting minutes.

3.7 Procedural Rules

To ensure focused and efficient meetings, the board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the board shall use Robert's Rules of Order to decide such issue.

A. Motions - General
    1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
    2. Board member motions will be clearly and concisely stated. The president will state the name of the board members making the motion and the second.
    3. The president will repeat the motion prior to a board vote.
    4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
    5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
    6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the president prior to speaking on the motion.
    7. The president may ask for a voice vote, but a roll call vote should be taken on all final decisions. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The clerk will maintain a record of the votes.
    8. The president will announce the results of any vote. Board members may explain their votes but must do so succinctly.
B. Ties: A motion receiving a tie vote fails.
C. Withdrawal: A motion may be withdrawn by the motion maker at any time without consent of the board.

D. Table: a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
E. Postpone: A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
F. Amendment: A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
G. Call for Question: A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member who wishes it should have one opportunity to speak before the motion is called. Once called, the president will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
H. Reconsideration: When a motion has been decided, a board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
I. Adjournment and Recess: Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
J. Control of Meeting: The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.8 Order and Decorum

Board members will assist the board president in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the president or board, and the following rules will be observed to maintain order and decorum during meetings:

A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.

B. Any board member desiring to be heard will request to the president to be heard. Board members will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.
C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
F. Board members should keep discussions moving and adhere to established time limits on discussions.
G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

3.9 Public Participation/Comment

In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of Lebanon Aquatic District to allow public comment at all open board meetings, under the following structure:

A. Public testimony sign-up forms will be available at each regular board meeting. The board will provide audience time at the beginning of each regular meeting, according to the agenda (see Sect. 3.3 (E) *Audience Time*). During this time members of the public may speak to the board about district items that are not already included on the agenda. Once recognized by the board president, members shall state their name and address for the record and address the board. The board may set time limits comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks.
B. Board members should not respond to comments made during Audience Time except to ask clarifying questions. Any public requests for board action should be referred to staff for review before being placed on a future agenda.
C. The district is under no obligation to take public comment on any agenda item under discussion, but may choose to do so at the discretion of the board president, unless otherwise decided by the board. The president may also limit duration or subject matter at his or her discretion.

3.10 Virtual Attendance

In-person public meetings of the board of [DISTRICT NAME] shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

A. The board shall designate the district manager or other such staff person as deemed appropriate to oversee requests for remote accommodation.
B. Meeting notices will include an instruction that directs any person wishing to attend the meeting by virtual means to contact the district (and will include a phone number and/or email at which to do so) at least 48 hours before the scheduled meeting. The district manager or delegee will monitor the requests.
C. If a request is received, the requestor will be provided with the appropriate link, virtual meeting invite, etc.
D. Requests for remote attendance received with less than 48 hours' notice may be accommodated at the discretion of the district, and a reasonable effort will be made to accommodate such requests.
E. If remote attendance requests have been received, the board will delegate a board member or staff attendee responsible to set up the device at the meeting (laptop, desktop computer, etc., with functional camera, speakers and microphone), start the virtual meeting, monitor any remote attendees, technical issues, etc., and end the feed upon adjournment of the board meeting.
F. The presiding officer will have the same authority for control of the meeting for virtual attendees as addressed in Section 3.7 (J).
G. Virtual attendees will have the same opportunity as in-person attendees for Audience Time, if requested. The delegee in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for Audience Time. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

## SECTION 4: COMMITTEES

4.1 General

A. The board will create district committees/advisory committees as needed. The board will create committee, determine the number of committee members and length of term, and appoint members to any district committees by resolution. Qualifications for committee members will be as follows:

1. Committee members shall be residents of the district.
2. Committee members will be required to pass a background check consistent with the operational policies of the district prior to appointment to a committee.

3. Neither district employees nor persons having a contractual relationship with the district may serve on district committees as public members.
4. A member of the public may not simultaneously serve on more than two district committees or one district advisory committee, nor may a member of the public simultaneously serve as chair on two district committees, except relative to service on the budget committee.
5. Candidates for committees will complete a board-approved application or statement of interest.

B. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility.

C. The district will give public notice of committee vacancies.

D. Committees will select a chair and a secretary and determine the committee's meeting schedule and rules for operation. Minutes must be taken of all committee meetings. Minutes will be retained by the committee secretary and distributed to committee members, board members and district manager.

E. The board may, by resolution, remove a member of the public from a district committee prior to the expiration of the term of office.

F. Committees and their members have no authority to represent the district's official position on any matter except by express and explicit approval of the board for such.

G. All advisory committee meetings are public meetings under state law **and subject to all requirements thereof**.

4.2 Standing Advisory Committees

A. The board will create standing advisory committees as needed for each major service area.

1. Terms for standing advisory committees will be determined by the Board of Directors.

2. The district manager may, at his or her discretion, appoint a staff liaison to be present at committee meetings.

3. Standing advisory committees will make a report and respond to questions from the board once a year, unless more frequent reports are requested by the board.

4.3 Ad Hoc Advisory Committees

The board may create ad hoc committees as needed to assess the needs of the district, evaluate existing programs and/or facilities, recommend long-range goals and plans, or any other needs as determined by the board. Any ad hoc advisory committees formed will operate for such time as needed to accomplish the assigned purpose and may be discharged after their recommendations to the board, or at any other time at the discretion of the board.

## SECTION 5: ADMINISTRATION

5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the district's chief executive officer. Administrative authority for the daily operations of the district and the management of all district personnel shall be delegated to the district manager to the extent reasonably possible. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the district manager. Any board communications relative to district business must be directed to the board president, who will then communicate the question, request, or concern to the district manager.

5.2 Management

The board shall be responsible for the following supervisory duties:

A. District Manager:
   1. Hire the district manager.
   2. Define the duties and responsibilities of the district manager.
   3. Approve the plan, form and amount of management compensation, to include salary, benefits, bonuses, vacation, travel, etc.
   4. Evaluate the district manager annually.
   5. Approve programs for management development.
   6. Provide advice and consultation to management on matters within the purview of the board's responsibilities.
   7. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the district manager, up to and including termination.

B. Financial:
   1. Approve contracts for professional services required by and for the board, and any other contracts binding the district.
   2. Approve the form and amount of reimbursement for board members.
   3. Approve specific important projects.
   4. Review and approve the annual budget.
   5. Review and approve any employee benefit plans.

6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
7. Select the district's independent municipal auditor and annually approve the audit report.

C. District Plans and Objectives:

1. Become familiar with and abide by all laws and policies governing the operation of the district.
2. Approve any significant departure from established plans or policy.
3. Review and approve major changes in the district's organization or structure.
4. Develop and approve long-range plan of growth and development for the district.
5. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
6. Receive, discuss and take action on committee or other planning body recommendations.
7. Pass district resolutions and adopt ordinances.

D. Compliance and Legal

1. Select legal counsel and consultants for the district.
2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a board member without the concurrence of the board. Before requesting research or other action by legal counsel, the board should, if appropriate, consult with the district manager to determine if the request or action can be accomplished cost-effectively. Outside a board meeting, the board should make requests of legal counsel through the district manager, with the exception of issues related to performance of the district manager.
3. Ensure that the district is in compliance with all federal, state, and local laws.

## 5.3 Board Member Expenses and Compensation

A. Compensation

Pursuant to ORS 198.190, board member compensation is limited to $50 per day of duties performed in service of the board. Per resolution passed by the Lebanon Aquatic District, board members will serve as unpaid volunteers.

B. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not

include the spouse, children, other relatives or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions and seminars; and
5. Other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary district expense and should not undertake any board business that will generate reimbursable expenses without the express approval of the board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the board and, if deemed unreasonable, may be declined for reimbursement.

## SECTION 6: ETHICS

Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

### 6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the district's liability coverage, and the costs of investigation and any penalty issue are the responsibility of the board member.

### 6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

A. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.
B. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed and the board member may not participate in discussion of the matter or vote on the issue.

6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
C. Seeking employment of relatives with the district without making appropriate disclosures.
D. Accepting a gift or gifts exceeding $50 in total value within any single year from any source with a legislative or administrative interest in the district.
E. Taking an action that benefit special interest groups at the expense of the district as a whole.
F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients or friends above the best interests of the district.

## SECTION 7: COMMUNICATIONS

7.1 Communications with the Media

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the board president and/or the district manager. Any other communication with the media by board members shall be considered unauthorized and shall not represent the official position of the district.

7.2 Communication with Staff

The board will respect the separation between policymaking and administration (board and district manager functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

A. The board will work with the district staff as a team in the spirit of mutual respect and support.
B. Outside of board meetings, board members will not attempt to influence a district employee or the district manager, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.
C. Board members will, wherever possible, limit individual contact with district staff to the district manager, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority or prevent the board as a whole from receiving information. The district manager will determine the most effective way to respond to board requests.
D. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.
E. Any written materials or information requested of staff by board members will be submitted to the entire board and include a notation stating who requested the information.
F. The board president will refer comments or questions regarding district personnel or administration to the district manager. The district manager may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

7.3 Confidentiality

A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, district manager, or legal counsel.
B. All public statements, information or media releases relating to a confidential matter will be handled by the district manager, legal counsel, or designated board member.
C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

## SECTION 8: BUDGET

8.1 Governing Statutes and the Budget Process

The board will be responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

A. Budget Process
    1. The board appoints a budget officer (ORS 294.331)
    2. The board appoints a budget committee consisting of all board members plus an equal number of electors of the district (ORS 294.414).
    3. Vacancies on the budget committee are filled by appointment of a majority of the board.
    4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
    5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
    6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
    7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
    8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
    9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).

10. The board adopts the budget, makes appropriations, imposes and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456)
11. The board certifies taxes to the county assessor.

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials, and are subject to conflict-of-interest disclosure and other ethics requirements.

## SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board.

9.2 Mimimum Requirements

All board members will be required to complete certain curricula as recommended by the Lebanon Aquatic District strategic plan. The curricula shall consist of the following minimum criteria, but the board may add additional board training requirements or recommendations as needed:

A. Attend SDAO Board Training once per year.
B. Read and be familiar with Oregon Ethics Guide for Public Officials.
C. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
D. Read and be familiar with all board policies and duties outlined herein.

Lebanon Aquatic District

**BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM**

I am a duly elected board member of the board of Lebanon Aquatic District, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board member. I have read and understand the policies contained in the Manual and have asked the currently presiding board president or president tempore for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

_____

Board Member's Name (Print)

_____ _____

Board Member's Signature Date