

Hesperia Recreation and Park District

Directors' Policy Manual



Adopted February 12, 2020

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## Contents

ARTICLE I THE DISTRICT.....	1
Section 1. Name of the District.....	1
Section 2. Mission Statement and Core Values.....	1
Section 3. District Board Members.....	1
Section 4. Business Offices of the District.....	2
ARTICLE II OFFICERS OF THE DISTRICT.....	2
Section 1. Designation of Officers.....	2
Section 2. Terms of Officers.....	2
Section 3. Duties of Officers.....	2
President.....	2
Vice President.....	2
Clerk/Secretary.....	2
General Manager.....	2
ARTICLE III ROLES OF THE BOARD.....	3
Section 1. Policy Making Body.....	3
Section 2. Code of Ethics.....	3
ARTICLE IV CONTRACTS, DEEDS AND OTHER DOCUMENTS.....	4
Section 1. Authority to Bind District.....	4
Section 2. Authority to Sign Documents.....	4
Section 3. Payment of Money, Notes or other Indebtedness.....	4
Section 4. Fiscal Year.....	4
ARTICLE V MEETINGS.....	4
Section 1. Meetings.....	4
Section 2. Brown Act.....	5
Section 3. Notice and Agenda.....	5
Section 4. Agenda Items.....	5
Section 5. Agenda Contents.....	5
Section 6. Robert’s Rules of Order.....	5
Section 7. Quorum.....	6
Section 8. Order of Business.....	6
Section 9. Minutes.....	6

Section 10. Closed Session .....	6
Section 11. Attendance at Meeting .....	6
ARTICLE VI COMMITTEES/REPRESENTATIVES.....	6
Section 1. Standing Committee(s) .....	6
Section 2. Ad Hoc Committee(s) .....	7
ARTICLE VII BOARD COMPENSATION.....	7
Section 1. Compensation of Members .....	7
ARTICLE VIII BOARD TRAINING AND REIMBURSEMENT.....	7
Section 1. New Board Orientation .....	7
Section 2. Training, Education and Conferences for Board Members .....	7
Section 2.1. Lodging and M&IE Per Diem Rates/Advance. ....	8
Section 2.2. Transportation .....	9
Section 2.3. Amounts Above the Set Rate/Annual Increase.....	9
Section 2.4. Spouses .....	9
Section 2.5. Credit Cards .....	9
Section 2.6. Reporting.....	10
Section 2.7. Enforcement.....	10
Section 2.8. Expense Reports.....	10
Section 2.9. Ethics Training.....	10
ARTICLE IX VACANCIES AND ELECTIONS .....	10
Section 1. Board Vacancies .....	10
Section 2. Board Elections .....	10
ARTICLE X AMENDMENTS TO POLICIES AND PROCEDURES .....	10
Section 1. Amendments to Policies and Procedures.....	10
ARTICLE XI BOARD OF DIRECTORS POLICY MANUAL REVISIONS .....	12
Section I The District .....	12
Section II Officers of the District.....	12
Section III Roles of the Board .....	12
Section IV Contracts, Deeds and Other Documents .....	12
Section V Meetings.....	12
Section VI Committees/Representatives.....	12
Section VII Board Compensation .....	12
Section VIII Board Training and Reimbursement .....	12

Section IX	Vacancies and Elections .....	12
Section X	Amendments to Policies and Procedures .....	12

## ARTICLE I THE DISTRICT

### Section 1. Name of the District

The name of the District is the Hesperia Recreation and Park District (referred to hereinafter as the “District”).

### Section 2. Mission Statement and Core Values

The District has been established to make life better and enrich the quality of life for our community by providing a variety of leisure time and recreation activities, parks, and facilities that promote health and wellness, learning and fun. In order to serve our community and be recognized as a quality recreation and park district we must:

- Be financially stable and sustainable.
- Be the leisure time and recreational activities provider of choice in the Victor Valley.
- Distinguish HRPD as a major partner with other agencies and organizations for recreation, park, and open space needs.
- Be an employer of choice.
- Be the best part of our patron’s day by demonstrating excellent customer service that exceeds expectations.
- Evolve with emerging opportunities, while maintaining our existing facilities and infrastructure.
- Actively market, promote, inform and educate our residents about the many benefits of recreation, parks and open space.

When making policy-level decisions, the District must be able to answer “yes” to the following questions to reflect the District’s Core Values:

- Does it provide cost-appropriate programs to our service area?
- Does it build on and leverage our network of partners?
- Does it reflect our commitment to meet the diverse needs of those we serve?
- Will it support high quality customer service?
- Does it clearly protect and enhance our investment in facilities and other assets?
- Does it support those that make it happen every day – our employees and volunteers?
- Will it support best workplace practices?
- Does it support our ability to govern as a Board and team with honesty, openness and respect?
- Is it cost-efficient?

### Section 3. District Board Members

The District Board shall be composed of five (5) Board members. Until 2022, each Director is elected at large by all voters of the District. In 2022, the District will begin to change to election of Directors by district, with each Director representing one district. Those districts have not yet been determined.

#### Section 4. Business Offices of the District

Business offices of the District shall be in such locations within the District as may be selected from time to time by resolution or motion of the District Board. The principal business office of the District shall be at: Physical Address: 16292 Lime Street, Hesperia, California 92345, Mailing Address: P.O. Box 401055, Hesperia, California 92340, unless and until changed by resolution of the District Board.

## ARTICLE II OFFICERS OF THE DISTRICT

#### Section 1. Designation of Officers

The officers of the District Board are the President and the Vice President. The President and Vice President shall be elected by and from the District Board. At present, the Board has determined that the Clerk/Secretary is a staff member appointed by the Board. The Board may determine to appoint its members to act as other officers, such as a Treasurer and Secretary.

#### Section 2. Terms of Officers

The President and Vice President shall serve terms ending with the election of their successors, or until death, resignation or removal from office. The annual election of the President and Vice President shall be made at the first regular meeting in December of each calendar year or at the same time as new Board members, if any, are seated, or by a majority vote of all Board members.

#### Section 3. Duties of Officers

##### President

The President shall preside at all meetings of the District Board and perform such other duties as required by law. Duties may include ad hoc and standing committee appointments, executing approved documents and papers on behalf of the Board of Directors and carrying out the directives, if any, of the Board. The President shall represent the District at ceremonial and official events.

##### Vice President

The Vice President, in the absence or incapacity of the President, shall perform the duties of the President. Should the office of the President become vacant, the Vice President shall perform the duties of the President until the District Board selects a new President.

##### Clerk/Secretary

The Clerk/Secretary shall prepare or cause to be prepared minutes of all public meetings of the Board, shall prepare and post Agendas and other materials and shall attest to all contracts. The Clerk/Secretary may appoint one or more deputies to assist him/her who shall have the same authority. The General Manager shall not act as Clerk/Secretary.

##### General Manager

The Board shall fix the qualifications and duties of the General Manager and appoint a General Manager by contract.

## ARTICLE III ROLES OF THE BOARD

### Section 1. Policy Making Body

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the District. Board authority lies with a majority of the Board, not an individual Director.

### Section 2. Code of Ethics

The Board of Directors is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services and representation to the District's constituents. In order to assist in the governing behavior between and among members of the Board of Directors, the following guidelines are recommended:

- The dignity, style, values, and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication are encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.
- The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District should be delegated to the District's General Manager.
- Directors should commit themselves to focusing on issues. The presentation of the opinions of others should be encouraged.
- Different viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, Directors should not create barriers to the implementation of such action.

Directors should practice the following procedures:

- In seeking clarification on informational and policy items, complaints from citizens or property owners or health and safety issues, Directors are encouraged to directly approach the General Manager except in emergency situations.
- In seeking clarification for administrative policy-related concerns, especially those involving personnel, legal action, land acquisition, finances and programming, said concerns may be directed to the General Manager.
- The smooth working of the District is a team effort. All individuals should try to work together in the collaborative process, assisting each other in conducting the affairs of the District.

The District also may provide the Board member with materials, equipment or methods of communication to assist the Board member in fulfilling his or her obligations. For example, the District provides Board members with official email addresses. These email addresses must be used only for official, public business. The Board member should have no expectation of privacy in emails sent or received using such email account, unless protected by a recognized privilege, such as the attorney-client privilege. The Board member shall not provide access to and may not allow the use of the account by other and/or private persons.

## ARTICLE IV CONTRACTS, DEEDS AND OTHER DOCUMENTS

### Section 1. Authority to Bind District

Except as set out here, no member, officer, agent or employee of the District, without prior authority by a vote of the District Board, shall have any power or authority to bind the District by a contract, to pledge its credits, or to render it liable for any purpose.

### Section 2. Authority to Sign Documents

Subject to the provisions of the District's purchasing policies, the General Manager shall have the power and authority to execute contracts or agreements on behalf of the District, in amounts of \$10,000.00 or less for proper District purposes or in any amount when authority specifically is delegated to the General Manager by the District Board. Otherwise, the District Board shall consider and act on all contracts and agreements over \$10,000.00.

The President, or in his or her absence or capacity, the Vice President shall execute on behalf of the District all contracts, deeds, resolutions and other documents authorized by the District Board unless the General Manager specifically is so authorized.

Nothing herein contained shall prohibit or be construed to prohibit the District Board from authorizing any other officer or employee of the District to execute such instruments and documents.

### Section 3. Payment of Money, Notes or other Indebtedness

All checks, drafts or other order for the payment of money, notes or other evidence of indebtedness issued in the name of or payable to the District shall be signed or endorsed by such person or persons and in such manner as from time to time shall be determined by the District Board.

### Section 4. Fiscal Year

The fiscal year of the District shall run from July 1 to June 30 of the following year.

## ARTICLE V MEETINGS

### Section 1. Meetings

The District Board shall hold regular meetings on the second Wednesday of each month beginning at 6:00 p.m. located at the Board meeting room at Lime Street Park Community Center, 16292 Lime Street, Hesperia, California, or as fixed from time to time by resolution as required by the Brown Act. When the day for the regular meeting of the Board falls on a legal holiday, the Board, at the preceding meeting, shall determine the time and date of any rescheduled meeting. The Board may cancel a meeting in the same manner as the Agenda is posted. Any regular meeting may be adjourned to a time, place and date certain as long as that date is before the next regularly scheduled meeting. Otherwise, once adjourned, the meeting may not be reconvened. The District Clerk/Secretary may adjourn a noticed meeting for lack of a quorum. The Board may also hold special or emergency meetings as allowed by law. If on an occasional basis, the Board wishes to hold a regular meeting at a location within the District other than the Board meeting room, the notice of the regular meeting shall

state the change of location and the Board meeting room shall be posted with a notice showing the changed location.

#### Section 2. Brown Act

All meetings of the Board shall be called and conducted in accordance with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 et seq., as it may be amended, except as stricter provisions are provided in these rules.

#### Section 3. Notice and Agenda

The notice of and an Agenda for each regular meeting shall be prepared by the General Manager, and reviewed and approved by the Board President or Vice-President. Upon such approval, the District Clerk/Secretary shall cause copies to be mailed, electronically transmitted, and/or delivered to members at least 72 hours prior to the meeting, and posted in accordance with applicable law, including posting on the District website.

#### Section 4. Agenda Items

Any Board member may place an item on the Agenda by providing a request for such an item to the General Manager or Board President at least one week before the next scheduled meeting, along with any back-up information.

#### Section 5. Agenda Contents

Each Agenda shall provide a public comment period during which members of the public shall be afforded an opportunity to address the District Board on items of interest to the public (other than agenda items) not on the Agenda that are within the District's jurisdiction. Individuals shall be limited to five (5) minutes for his or her comments during the said public comment period.

At the time the District Board considers each Agenda item, the President shall allow interested members of the public to comment on such Agenda item for a five (5) minute period. By motion adopted by a majority of the District Board present and voting, the District Board may overrule the President and/or adopt different time limitations for individual speakers and for public testimony on such Agenda item. For the convenience of the District Board, members of the public may be requested but not required to complete and submit to the Board, prior to the meeting, a card indicating the Agenda item on which such person desires to address the District Board. Whenever a group of persons wishes to address the District Board on the same subject matter, it shall be proper for the President to request that a spokesperson is chosen by the group to address the District Board and to otherwise try to limit the number of persons addressing the District Board as to avoid unnecessary repetitions. A video or PowerPoint presentation may be allowed if presented at least 24 hours in advance, reviewed for obscene or criminal content and in a format compatible with existing available District equipment. The video or PowerPoint presentation shall comply with the allowed time frames.

#### Section 6. Robert's Rules of Order

Unless otherwise specified in State law or in these Policies, Robert's Rules of Order as modified for public agencies shall govern the conduct of meetings of the District Board

and the President's decision on any procedural question shall be final. No person shall address the District Board at any meeting until the President has first recognized him or her. The President shall serve as the Parliamentarian. A majority of the Board, present and voting, may overrule the determination of the President as the Parliamentarian.

#### Section 7. Quorum

Three-fifths (3/5) of the District Board shall constitute a quorum for the purposes of the transaction of business relating to the District, and except as otherwise provided herein, all official acts of the District shall require the affirmative vote of a majority of the members of the District Board. If only three (3) members are present, they must all vote in the same way or no action occurs. No action means that the proposed action fails.

#### Section 8. Order of Business

The order of business of each meeting shall be as contained in the Agenda prepared by the General Manager or Clerk/Secretary. The Agenda shall be a numbered listing by topic of the subjects which shall be taken up for consideration in the following order. When a Special Meeting is called, items will be listed only as needed but the order will be maintained.

#### Section 9. Minutes

The District Clerk/Secretary shall cause to be kept minutes of all public/open session regular, adjourned regular and special meetings of the District Board, and shall cause a copy of the minutes to be placed in the Agenda packet for approval at a subsequent meeting. If the District Clerk/Secretary has not been appointed or is not present, the Deputy Clerk/Secretary may act in such absence or the District Board shall appoint an acting Clerk/Secretary to keep official minutes of such meeting.

#### Section 10. Closed Session

Nothing contained in these Policies and Procedures shall be construed to prevent the District Board from holding closed sessions during a regular or special meeting concerning items outlined under the Brown Act.

#### Section 11. Attendance at Meeting

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is a good cause for absence.

## ARTICLE VI COMMITTEES/REPRESENTATIVES

#### Section 1. Standing Committee(s)

Standing committee(s) of the District Board are as follows: Finance - two (2) members; Personnel - two (2) members; Safety and Security - two (2) members; Tri-Agency - two (2) members and 1 alternate; and HARD Foundation - two (2) members and 1 alternate. The District Board may, as it deems appropriate, appoint additional standing committees. Each committee shall, by majority vote, elect a Chair at its first meeting and thereafter from time to time as required. The District Clerk/Secretary, as needed, shall schedule committee meetings. Such standing committees shall be governed by the Brown Act.

## Section 2. Ad Hoc Committee(s)

The President from time to time may appoint ad hoc committees of fewer than a quorum of the Board to address specific and temporary issues. Such ad hoc committees are not subject to the Brown Act. Any meeting of such a committee shall be deemed to be a meeting of the District Board only for purposes of compensation of the members of such committee.

The General Manager may need only attend committee meetings when requested to do so by the committee chair.

## ARTICLE VII BOARD COMPENSATION

### Section 1. Compensation of Members

Each member of the District Board may receive such sums as may be fixed by the District Board pursuant to state law. First, the Board may receive compensation in the amount of \$100.00 for their attendance at meetings and other related functions, not to exceed \$500.00 compensation per member in any one calendar month. If the board makes a finding that six meetings per month may be needed, and if such findings are adopted by Resolution for a specified amount of time, the Board may receive compensation in the amount of \$100.00 per meeting for no more than six meetings in a calendar month. Second, in addition to the stipend, members of the District Board may be allowed actual necessary traveling and incidental expenses incurred in the performance of the official business of the District as approved by the District Board as well as health, welfare and retirement benefits as allowed by state law and adopted by the Board. At current, the District provides vision, dental and health insurance benefits at no-cost to each member of the District Board.

## ARTICLE VIII BOARD TRAINING AND REIMBURSEMENT

### Section 1. New Board Orientation

The General Manager and Board Clerk/Secretary shall provide orientation and training for new Board members, including familiarity with District facilities, equipment and personnel and to provide copies of various District rules, regulations and policies, including but not limited to these Policies, the Employee Handbook, FPPC forms and requirements, compensation, ethics and other training.

### Section 2. Training, Education and Conferences for Board Members

The purpose of this policy is to define and clarify authorized reimbursable expenses in accordance with AB 1234 (Govt. Code Sections 53232 et seq.). It applies to reimbursement for official travel, business meals, lodging, conference expenses, professional memberships and other related expenditures. It is the policy of the District to encourage Board development and excellence of performance by reimbursing Board members for expenses incurred for tuition, travel, lodging, meals and incidental expenses a result of training, educational courses, participation with professional organizations, attendance at local, state and national conferences associated with the interests of the District, appearances before or meetings with other governing or

regulatory bodies, ceremonial functions or ethics training. There will be no reimbursement for alcohol or for spouse or guest meals.

When the District sponsors/pays for a table or entrance to an event such as a chamber mixer, fundraiser or another local event that is deemed appropriate for the District to pay for Board member(s) to attend as District representatives, priority order will be given first to the District Board and then to the HARD Foundation Board. When deemed appropriate and if available, each Board member will be given the opportunity to bring a guest representative.

The intent of this policy is that District officials should not be financially burdened or unjustly rewarded as a result of business travel.

Definition of "District-Related Travel": any District-authorized travel to attend meetings, trainings or conferences on behalf of the District. District authorized travelers are responsible for being knowledgeable and complying with the following policy.

The District Board of Directors sets the following payment rates for Lodging and Meals and Incidental Expenses (M&IE) for Board members engaging in District-related travel. These rates adjust annually and are specific to the area to which the Board member is traveling. The Board has adopted per diem rates for simplicity of administration. Notwithstanding anything to the contrary, receipts are required to be submitted by all travelers for all District business related reimbursement in compliance with Govt. Code 53232.3. District officials are expected to use good judgment in the use of District funds while on official travel to minimize the total cost to the District.

Section 2.1. Lodging and M&IE Per Diem Rates/Advance.

Rates - The District will utilize the per diem rates found on the GSA website for the County and City where the meeting or training is being held, or the closest to that location, [US Government General Services Administration \(GSA\) website \(https://www.gsa.gov/travel/plan-book/per-diem-rates\)](https://www.gsa.gov/travel/plan-book/per-diem-rates). The District representative must use the conference rate at the conference hotel if available. If the conference rate is not available, the General Manager or his/her designee will find a non-conference hotel at a rate as similar as possible to the conference rate. The District will make all lodging arrangements and pay directly for such lodging. The District representative may be required to provide a personal credit card for incidentals.

*Section 2.1.A. Meals and Incidental Expenses (M&IE)*

The M&IE rates include:

- Payment only for the District representative's expenses such as meals, non-alcoholic drinks, taxes and tips.
- Incidentals - e.g., tips for baggage carriers, bellhops and room cleaners.

Travelers may include the daily incidental amount when determining the maximum M&IE rates. Gratuities for baggage carriers, porters and hotel staff (bellhops and room cleaners), as well as ATM fees, bank fees and check cashing fees are included in the daily incidental amount.

Pursuant to state law, District Representative(s) will not be reimbursed for:

- Meal expenses exceeding the maximum meal rate specified in this policy.

- Any portion of the per diem that covers meals that also are provided as part of the conference fees, unless there is a business or health reason for an alternate meal.

Per Diem checks will be issued to the traveler two weeks prior to the date of travel and will be available for pick up at the District during business hours. Travelers must submit all receipts and return unused per diem funds within fifteen business days upon their return.

#### Section 2.2. Transportation

Board members shall use government or group rates for transportation whenever available. If such rates are not available, the maximum rate for air travel is \$500 + tax and fees round trip within California. All such travel must be coach class unless the Board member himself or herself pay for an upgrade.

Airport shuttles and public transit should be used whenever possible, such cost not to exceed \$100 per day. If a taxi is necessary, such cost shall not exceed \$100 per day. Rental vehicles are permitted when other transportation is unavailable and when it is the most economical mode of transportation or necessary for District business purposes. Advance reservations should be made whenever possible and a compact or economy model car should be requested. Officials should utilize rental insurance to protect the District. Board members are encouraged to share vehicles and the District will seek the lowest possible rate.

Board members shall utilize long-term airport parking whenever possible.

##### Section 2.2.A. Mileage

Reimbursement for the cost of the use of a Board member's vehicle will be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage. However, the total mileage reimbursement cannot exceed the price of a coach airfare ticket to and/or from the same destination; the price will be determined by obtaining the lowest price for such travel in the two weeks prior.

#### Section 2.3. Amounts Above the Set Rate/Annual Increase

When the amount to be expended or reimbursed is going to exceed the policy limit, the expenditure must be approved at a public meeting before it is incurred. A Board member may choose to pay additional amounts at his/her own expense.

#### Section 2.4. Spouses

When an official takes a spouse or other family member on an official trip, the official will be personally responsible for all of the family member's expenses and will be reimbursed only for the expenses the official would have incurred traveling alone. When traveling by airline the official must obtain a separate quote for the lowest cost airfare available for the official traveling alone. This is the amount the official can claim and must be attached to the expense statement. Meals must be identified and separated including applicable taxes and tips.

#### Section 2.5. Credit Cards

District Board members will not be provided credit cards.

#### Section 2.6. Reporting.

At the next regular Board meeting after a Board member's attendance at a conference or other event at District expense, he/she shall provide a brief or written report regarding that conference. The written report may be provided on a form which will be included in the Agenda packet.

#### Section 2.7. Enforcement

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) discipline; (2) loss of reimbursement privileges; (3) a demand for restitution to the District; (4) civil penalties; and (5) prosecution for misuse of public resources.

#### Section 2.8. Expense Reports

Board members must submit the appropriate District form for each trip by the date set each month for per diem advance or submissions for reimbursement. This date is chosen to coordinate with the preparation of the warrant register. Each Board member must fill out his/her own expense statement. No further travel will be allowed until the statement is submitted. Board members must attach receipts for all expenses, to their completed expense statement. If receipts are not readily available, then a written statement attesting to the cost of the item must be attached to the expense statement. All expense reports are subject to audit and verification of compliance with this policy. Inability to verify expenses will result in the expense being borne by the individual.

#### Section 2.9. Ethics Training

Board members subject to this Policy shall attend Ethics Training as required by the Fair Political Practices Commission regulations, as those may be amended from time to time and pursuant to Government Code Section 53235.

A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.

## ARTICLE IX VACANCIES AND ELECTIONS

### Section 1. Board Vacancies

Filling vacancies in the office of Director shall be in accordance with Govt. Code Section 1780 as those may be amended from time to time.

### Section 2. Board Elections

Board elections shall be in accordance with the provisions of the California Elections code and enabling legislation.

## ARTICLE X AMENDMENTS TO POLICIES AND PROCEDURES

### Section 1. Amendments to Policies and Procedures

The policies and procedures shall be amended only with the approval of at least a majority of the members of the District Board at a District Board meeting. 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. If disagreement over the application, extent or interpretation of policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, as a Board rule, shall clearly specify the intent of the Board in interpreting the policy.

## ARTICLE XI BOARD OF DIRECTORS POLICY MANUAL REVISIONS

Section I The District	Implement/Revision Date
Section II Officers of the District	Implement/Revision Date
Section III Roles of the Board	Implement/Revision Date
Section IV Contracts, Deeds and Other Documents	Implement/Revision Date
Section V Meetings	Implement/Revision Date
Section VI Committees/Representatives	Implement/Revision Date
Section VII Board Compensation	Implement/Revision Date
Compensation Of Members	September 9, 2020
Section VIII Board Training and Reimbursement	Implement/Revision Date
Section IX Vacancies and Elections	Implement/Revision Date
Section X Amendments to Policies and Procedures	Implement/Revision Date