

Policy Type: Florin Resource Conservation District Board of Directors
Policy Title: Associate Director Policy
Date Adopted: May 19, 2020
Resolution No: 05.19.20.03
Date Amended:

I. PURPOSE

The purpose of this policy is to establish a process to obtain and engage associate directors (Associates) to serve as advisors to the Florin Resource Conservation District (District) Board of Directors (Board).

II. POLICY

This policy allows for the Board to appoint Associates as required by Division 9 of the California Public Resources Code.

III. POSITION AND TERM

- A. Position - The District may have up to five (5) associate director positions.
- B. Term - Associates are appointed for two-year terms. There are no term limits. An Associate may be removed at any time without cause by a majority vote of the Board. The Board may fill vacancies at any time for the remainder of a two-year term. The Board Secretary shall contact the active Associates no later than May 1 prior to the expiration of their two-year term to ascertain their interest in serving another term. Any Associate who has stated a desire to serve another two-year term will be considered for reappointment at the regular meeting of the Board in June.

IV. QUALIFICATIONS AND APPOINTMENT

- A. Qualifications –
 - 1. As Associate must be a registered voter, landowner within the District boundaries or be a designated agent of a resident landowner.
 - 2. Associates should possess expertise in an areas of interest to the District including, but not limited to, finance; government accounting; agricultural practices, public relations, outreach and education; engineering, geochemistry, natural resources conservation and management; water resources; water service delivery; land use; real estate; and local government policy and procedures.
 - 3. Associates should have sufficient time available to meet the responsibilities of the position, including regular attendance at Board meetings and participation in mandatory trainings.
- B. Recruitment – The District shall maintain notice on its website for those interested in the position of Associate. Qualified parties interested in an Associate position may apply during the month of May.
 - 1. In May, the Board Secretary will place an ad in a newspaper with general circulation.

2. The Associate application process shall consist of:

- a. A resume, or letter of interest stating experiences, qualifications and background in at least one of the areas of interest to the District, and
- b. At least two (2) letters of recommendation by individuals familiar with the applicant's work or qualifications.

C. Appointment –

1. The Board Secretary shall be responsible for reviewing documents submitted by applicants to determine eligibility and make formal recommendations to the Board regarding Associate appointments. Ineligible or incomplete submittals may be rejected by the Board Secretary. The Board Secretary shall submit the documentation for eligible applicants to the Board for consideration, along with a formal recommendation as to their appointment.
2. Consideration of Associate appointments will be discussed in open session. Appointments require a majority vote of the Board of Directors.

V. RESPONSIBILITIES

- A. Participation in Board Meetings – Associates are required to attend and participate in the discussion of open session items at Board meetings but cannot vote. They are encouraged to advise and make recommendations to the Board, when prompted.
- B. Participation in Other Meetings – If assigned to a committee, Associates are required to attend and participate as advising members.
 1. Associates may also be designated by the Board to represent the District at specific meetings or events.
- C. Conflict of Interest – Associates are subject to the District's conflict of interest code and are required to complete the same approved ethics course as required for the Directors.
- D. Absences – Notwithstanding any other provision of law, the term of any Associate may be deemed expired if he or she is absent from three (3) consecutive Board meetings and the Board, by resolution, declares the term of that Associate expired and that a vacancy exists. The Board may excuse such absences at their discretion.
- E. Conduct – Associates' activities are to be conducted in consistency with District policy, purpose, and direction.
- F. Authority – Associates are not authorized to attend closed sessions, make agreements, contracts, or representations to any party, other organizations, or government agencies on behalf of the District.