TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Board of Directors**
POLICY NUMBER: **4000**

ADOPTED: **September 17, 1996**

AMENDED: **2/10/11, 9/15/21**

LAST AMENDED: **November 12, 2026**

4000.10 BOARD OF DIRECTORS

4000.11 Governing Body. The District shall be governed by a five-member Board of Directors, in accordance to California Government Code Sections 61000-61250 (Community Services Districts). Members of the Board of Directors must meet the following criteria:

1. No person shall be a candidate for the Board of Directors unless he or she is a voter of the District.

2. A member of the Board of Directors shall not be the General Manager, the District Treasurer or any other compensated employee of the District.

4000.12 Purpose. The Board of Directors is responsible for the overall governance of the District, establishing policies for District operation and appointing a General Manager to implement those policies. All Directors shall exercise their independent judgment on behalf of the interests of the entire District, including the residents, property owners, and the public as a whole.

4000.20 SELECTION OF DIRECTORS

4000.21 Election and Terms. Directors shall be elected at large, serving as follows:

1. Directors shall serve staggered terms of four years.

2. Terms shall begin on the first Friday in December following their election.

4000.22 Vacancies. Board of Director vacancies in the middle of a term shall be filled pursuant to Section 1780 of the California Government Code.

4000.30 OFFICERS

4000.31 Board Officers. Each December, the Board of Directors shall vote to elect Directors to serve as Board President and Vice President for the following calendar year. Directors elected to serve in these roles are expected to be present at Board meetings to fulfill their respective duties. If a Director elected as President or Vice President is absent for three meetings within the calendar year, the Director will forfeit their Board Officer position and the Board will vote to elect a replacement at the next regular Board meeting. Remote attendance in accordance with the Brown Act will not be counted as an absence. General duties of Board Officers are as follows:

1. President. The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she 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.

2. Vice President. In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

4000.32 District Officers. The Board of Directors shall appoint the following District Officers to serve at their pleasure:

1. General Manager. The General Manager shall be responsible for all of the following:

    A. Implementation of the policies established by the Board of Directors for the operation of the District.

    B. Appointment, supervision, discipline, and dismissal of the District's employees, consistent with employee relations policies and agreements established by the Board of Directors.

    C. Supervision of the District's facilities and services.

    D. Supervision of the District's finances.

2. District Treasurer. The Board may appoint the General Manager as the District Treasurer. The District Treasurer shall be responsible for all of the following:

    A. Implementation of a system of accounting that adheres to generally accepted accounting principles and, at all times, shows the District's financial condition.

    B. Implementation of the Board's financial policies and laws to

control withdrawals and deposits of District funds, make payments, manage loans, pay employee salaries and make other financial transactions required for District operations.

C. Providing written reports to the Board of Directors regarding the receipts, disbursements and balances in the accounts controlled by the District Treasurer.