

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE: Members of the Board of Directors**

**POLICY NUMBER: 4010**

**ADOPTED: September 17, 1996**

**AMENDED: April 14, 2011**

- 4010.10** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from department heads or General Manager.
- 4010.20** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 4010.30** Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- 4010.40** Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote). If abstaining, reason for abstention must be given.
- 4010.50** Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- 4010.60** Any Director, as an individual, shall not incur any expenses to the District other than those described in Policy 4025, Remuneration and Expenditure Reimbursement.