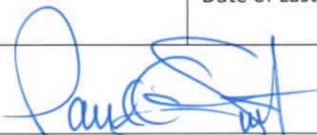


<b>SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS</b>  <b>BOARD GOVERNANCE</b>	Policy # <b>B-306</b>	Effective Date: <i>March 28, 2013</i>
	Signature 	Date of Last Review

**POLICY:**

1. Board members shall express themselves in a manner that maintains personal decorum when acting in their capacity as a Board member, or when representing the District before the general public or District employees.
2. Board members will participate in board meetings and vote on District matters as part of the board.
3. Board members individually have neither the power nor the authority to act as an agent of the District without a delegation of authority from the board. A Board members unauthorized action may result in personal liability for the Board member when such action costs the District money or damages a third party.
4. Board members have the right of free speech, but must recognize the difference between the right to speak and the right to represent (or appear to represent) the Board.
5. Board members must disclose on the record any conflict of interest, either actual or potential, prior to consideration of the issue. This must occur each time the issue is brought before the Board and must be recorded in the minutes.
  - a. Potential conflict: a Board member may participate and vote unless participation would violate the Code of Ethics prohibition of use of office for financial gain.
  - b. Actual conflict: a Board member may not participate or vote.
  - c. Quorum exception:-a Board member may vote where a quorum cannot be obtained without their participation.
6. If a board member needs clarification of or information regarding an issue, communication with the Executive Director is encouraged, always considering the value of and demands upon the Executive Director's time. However, it is important that no order or request of action be made to the Executive Director or his/her employees by an individual member of the Board. Any such requests need to be made through the Board Chair, who will speak to the Executive Director. This is not to keep anyone from communicating with the Executive Director but rather to make it clear to the Executive Director when he is receiving an opinion or an order/request for an action or direction from the entire Board.