

*Central Sacramento Valley
RC&D
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REFERENCE DOCUMENT

CENTRAL SACRAMENTO VALLEY RESOURCE CONSERVATION & DEVELOPMENT AREA COUNCIL

POLICIES AND PROCEDURES MANUAL

**CENTRAL SACRAMENTO VALLEY
RESOURCE CONSERVATION & DEVELOPMENT
AREA COUNCIL**

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Central Sacramento Valley Resource Conservation and Development Area Council

Council Policies and Procedures Manual

Applicable to the Council.

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ARTICLE 1. MEETINGS

Section 1: General Meeting Notices

- A.) Meetings may be held at the request of the President or Committee Chair.
- B.) All meetings must provide an agenda at least 72 hours prior to the meeting to participants. In the event of an emergency meeting, 24 hours notice. The committee chair or officer in charge of calling the meeting is responsible to provide notice.
- C.) The official notice of meetings will be sent electronically to all Officers, Council Members, Committee Chairs, and partners; however, mail or fax notices may be received by specific request.

Section 2: Minutes

- A.) The minimum elements to note are: names of voting delegates in attendance, name of organization, type of meeting, date, time called to order, time adjourned, name of chair or facilitator, motions, who made the motion, who seconded the motion, and the outcome of the vote.
- B.) The Secretary/Treasurer will keep minutes and distribute within 30 days. The Webmaster will post minutes on the Website (when Website is available). Minutes taken at meetings by other than the Secretary/Treasurer will be forwarded to the Secretary/Treasurer within 30 days of the meeting.

Section 3: Date and Location Selection

The Council Members will set a yearly meeting schedule at the end of the previous year.

ARTICLE 2. TRAVEL

Section 1: Meetings and Conferences

Officers and Committee Chairs will be reimbursed for expenses incurred at meetings and conferences upon the Councils approval.

Section 2: Reimbursement for Travel

- A.) Reimbursement of approved travel expenses to Council Members or other persons (such as Staff, special agreements, contract consultants, etc.) must be received by the administrative officer (Secretary/Treasurer or designee) within two months of the date when the actual travel was completed.
- B.) Per Diem will be paid using the GSA Website current reimbursement rate. Travel days will be reimbursed at 100% of the per diem rate.

<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

- C.) Lodging: Lodging will be paid at the GSA allowable rate unless otherwise determined on a case-by-case basis by the Executive Committee.
- D.) Taxi fares: Taxi fares will be reimbursed for the purpose of travel to airports, meetings, and restaurants for meals.
- E.) Mileage: Mileage for personal vehicles will be paid at the current GSA reimbursement rate.
- F.) Phone calls: Phone calls home will be allowed up to \$5.00 per day. Actual cost reimbursement will be allowed for fax and business phone calls for official business.

ARTICLE 3. EMPLOYEES/STAFF

See Employee Description Handbook.

ARTICLE 4. DUES

Section 1: Sponsorship Dues

- A.) Dues for the coming year shall be set at the annual meeting in accordance with the approved budget. The Treasurer on or before September 15, shall mail dues notices.

Sponsorship dues, which have not been received as of October 15, shall be considered in arrears, and a second notice mailed.

B.) Council dues for the current year must be paid by December 1 to be eligible to have voting rights at the December meeting.

Section 2: Associated Sponsorship Dues

Dues for the coming year shall be set at the annual meeting in accordance with the approved budget.

Section 3: Dues Schedule

A.) Dues structure shall be as follows:

Counties	\$300
Cities (by population)	
100 – 5,000	\$125
5,001 – 10,000	\$150
10,001 – 15,000	\$175
15,001 +	\$200
501's Inclusive	\$ 75

(i.e. Chambers of Commerce, all Special Districts, Indian Tribal Councils, etc.)

B.) Revised invoices reflecting changes will be mailed to members directly.

ARTICLE 5. DUTIES

Section 1: President

A.) Shall be the chief executive of the Council, charged with the duty of supervising all of its functions, subject to the orders of the Council.

B.) Shall assure that the Council adheres to its intended purposes and shall represent the Council as speaker and leader at various functions with diverse federal, state and local agencies or organizations.

C.) Shall sign contracts or other instruments which the Council Members authorize to be executed.

D.) Shall only vote to break a tie.

E.) Other duties include but are not limited to the following:

- Preside over all meetings and shall be an ex-officio member of all committees.
- Prepare agenda for Executive Committee and Council meetings.
- Appoint such committees as are deemed necessary and appoint committee chairman, vice chairman and resource persons for the committees.
- Shall present a report of activities at each meeting.
- Work on committees and legislation which benefits RC&D Councils at state and national level.
- Attend other meetings as may be necessary or appoint someone to attend in his/her place.
- Maintain contact with Secretary/Treasurer on finances.
- Keep up on legislation pertaining to the RC&D Program.
- Represent the Council at California Association of RC&D Councils (CARC&DC) Meetings, Pacific Rim Regional Meetings and NARC&DC Meetings as appropriate.
- Maintain contact with other officers and committee chairs.
- Write letters and keep up with correspondence.

- Maintain contact by phone or letter with agency personnel.

Section 2: Vice President

A.) In the absence of the President, or in the event of his/her inability to act, the Vice President shall perform the duties of the President.

B.) Specific duties include but are not limited to the following:

- Assist with preparing and agenda for the Council meetings.
- Attend all official and Executive Committee meetings.
- Attend special meetings in lieu of the President when the President is unable to make meetings.
- Keep close contact with the President and accept assignments the President or Council may delegate to the Vice President.
- At President's or Councils request, contact congressional representatives on pertinent legislation.

Section 3: Secretary/Treasurer

A.) Shall maintain the correspondence of the Council, issue notices of and keep minutes of all meetings of the Council. Shall be custodian of the records, keep the roll of all members and discharge such other duties as may be assigned by the Council and the President.

B.) Shall submit a financial report for the preceding year at the annual meeting and shall render special reports whenever requested to do so by the Council.

C.) Shall deposit all funds in an account in the name of the Council in such bank as may be designated by the Council. All disbursements of irregular business, and all disbursements over \$500 must have two authorized signatures as decided by the Council.

D.) Other duties include but are not limited to the following:

E.) *The Treasurer shall have responsibility to carry out the Councils financial decisions.*

F.) Submit a financial report at the annual meetings

G.) Shall receive and give receipts for monies due and payable; shall deposit all such monies in the name of the Council in such banks, trust companies, or other depositories as selected by the Council Members.

H.) Shall file any necessary tax papers, shall provide the necessary records and assist with any audit. The Council will cover any expenses for preparing and filing reports or tax documents.

I.) Other duties include but are not limited to the following:

- Assist with preparing an agenda for the Council meetings.
- Attend and take minutes at all official and Executive Committee meetings.
- Submit minutes to be posted on the Website.
- Take roll at the meetings to account for all voting delegates.
- Oversee any revisions or changes in the Bylaws and see that revised Bylaws are typed and sent out to all council members.
- At President's or Councils request, contact congressional representatives on pertinent legislation.
- Maintain records and reports on all financial transactions. Present reports at meetings.
- Prepare and submit IRS reports.
- Send out dues notices to RC&D Council Members each year.
- Meet with President and Executive Committee to prepare a budget for the ensuing year.
- Keep close contact with the President and accept assignments the President or Council may delegate to the Vice President.

Section 4: The Executive Committee Members

A.) The Council Officers and 2 at large Council Members, such that at least one Council Member represents each of the sponsoring county governments, will constitute the

Executive Committee. Each officer shall be limited to three consecutive terms in any one office. At large candidates for the Executive Committee must be officially sponsored representatives.

B.) The Executive Committee shall handle the day to day business of the Council and meet monthly or at a frequency consistent with the needs of the Council.

C.) The Executive Committee may fill a vacancy in any office for the unexpired portion of the term.

D. The responsibilities and qualifications of the Officers shall be addressed in the Policies and Procedures Manual.

Section 5: Council Members

A.) A meeting of the Council Members will be held on a quarterly basis, (October, January, April, July,), each year. The July meeting will be considered an annual meeting. Each quarterly meeting will be held on the second Monday of the month. Special meetings of the Members may be called by the president or, if he/she is absent or unable or refuses to act, by any officer, or by any quorum of Council Members.

B.) Council Membership will include: elections of the Council Officers, approve the Council strategic plan and annual plan of work, approve the annual budget and approve revisions to the bylaws, be involved in Executive Committee decisions, be involved in assigned Committee duties.

C.) The quorum of a Council Membership meeting will not be less than 25% of the Council Membership.

D.) No compensation will be paid to any Member of the Council for services performed as a Member of the Council. Reimbursement of travel expenses is permitted.

E.) An effort will be made to hold a quarterly meeting in each of the county sponsors of the RC & D Council.

Section 6: Standing Committee Members

Will be established by the Council to ensure that recurring issues are addressed in a timely manner. Associated Members may serve as Committee Members with full voting privileges relating to Committee actions.

Section 7: Ad Hoc Committee Members

Ad hoc Committees may be appointed as needed to address non-recurring issues associated with Council activity. The Ad hoc Committee Chair shall be appointed in the same manner as that of the standing Committee.

ARTICLE 6. PROCURMENT POLICY

Section 1: General

A.) The Councils procurement policy is adopted to insure that the Council receives the best value when procuring goods and services from outside vendors. It also enables the Council to comply with Federal Procurement rules in administration of our numerous grants. From time to time purchases made with Federal funds may be reviewed for compliance with the Federal Acquisition Regulation and the Office of Management and Budget Circular A-110.

B.) In no event may any procurement be made in which there is a real or apparent conflict of interest. Further, no purchasing individual may accept or solicit substantial¹ gratuities, favors, or anything of monetary value from any of the potential awardees. In addition, prior to selecting a Vendor, the Buyer must ensure that:

- The proposal included a description of the technical requirements needed.
- The requirements the vendor must fulfill, including special features of "brand name or equal" descriptions that bidders are required to meet.
- The basis for evaluating each proposal and the minimum acceptable standards.
- No items shall be purchased that are deemed unnecessary to the duties of employment.

- C.) When practicable and economically feasible, the Buyer should ensure that all products and services conserve natural resources, protect the environment, and are energy efficient.
- D.) Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical.

¹ The definition of substantial shall be whatever the current valuation of substantial is according to federal guidelines at the time the request for proposal was sent out.

ARTICLE 7. COMMITTEES

Section 1: General

- A.) Standing Committees will be established by the Council to carry out the objectives and ensure that recurring issues of the Council are addressed in a timely manner. The president will have the authority of appointing the Chair for the standing committees.
- B.) Ad Hoc Committee will be appointed as deemed necessary by the Council. The President will have the authority of appointing the chair of the Committee.
- C.) All Committees, both standing and Ad Hoc, shall consist of at least a chairman, first vice-chairman, and RC&D coordinator advisor and others as willing to serve.

Section 2: Standing Committee's

The following are standing Committees of the Council:

- **EXECUTIVE COMMITTEE**
- **BUDGET/FINANCE/AUDIT**
- **PLANNING**
- **MEMBERSHIP**

Section 3: Ad Hoc Committee's

Will be established as needed to address non-recurring issues associated with Council activity.

ARTICLE 8. PARTNERSHIPS

The Council President is given authority to negotiate partnership agreements subject to the condition that prior to execution of partnerships, the officers will be informed of the full details of the proposal agreement, including background information and providing a certain date for Council Members response; and that in the event a partnership agreement obligated financial and other commitments, such agreements shall require Council action prior to execution.

ARTICLE 9. MEMORANDUMS OF UNDERSTANDING

All Memorandums of Understanding (MOU) with private individuals, partners, and corporations will be submitted to the Council at least 10 days prior to the Council taking actions on the MOU's.

DATE APPROVED: _____

ATTEST: _____
Mike Yalow, Secretary/Treasurer

APPROVED: _____
Gary Freeman, President