

**Summary of Proposed Changes to Board Operating Guidelines**

<b><u>Section</u></b>	<b><u>Proposed Changes/ Actions</u></b>	<b><u>Purpose</u></b>
Throughout Document	Update language throughout document to allow for consistency in referencing terms.	Consistency in referencing terms
2.2.2. Duties of Officers  2.2.3 Duties of Board Employees  3.1.5 Board Role in Establishing Policies and Procedures Covering Wages, Benefits, Hours, and Terms and Conditions of District Employment and For Hiring Employees of the Board	Update text to align with Public Resources Code section 5538, which requires that the Board to appoint a General Manager and a Controller. These positions (GM and Controller) serve “at the pleasure of the Board.”  Remove language that states the AGM of Finance/ CFO and Clerk of the Board are employees of the Board. Both positions report to the General Manager.	Conform to current practices and procedures
2.2.2. Duties of Officers  2.2.3 Duties of Board Employees  3.1.5 Board Role in Establishing Policies and Procedures Covering Wages, Benefits, Hours, and Terms and Conditions of District Employment and For Hiring Employees of the Board	Add CFO to the term Controller throughout the document to clarify position duties and policies. (CFO/ Controller)	Director requested proposed revision to language.

2.2.2. (4) Duties of Officers- Secretary	Update the proposed revised language to further clarify the role of the Secretary of the Board.	Director requested change to proposed revised language.
3.4 Guidelines for Individual Board Members' Staff Contacts	Update language to reflect current process for Board correspondence with staff.	Conform to current practices and procedures
3.6 Political Activity	Update language to clarify that Directors may endorse candidates and list themselves as a member of the East Bay Regional Park District Board of Directors.	Director requested proposed revision to language.
4.1 Board Meetings	Add language to clarify the process of adopting and implementing the annual Board Calendar.	Conform to current practices and procedures
4.2.1 Agendas	Remove expenditure threshold for items to not be placed on the Consent Calendar.	Clarification of Consent Calendar items
4.2.1. (d) Agendas – Consent Calendar	Update language to further revise the parameters for items to be placed on the Consent Calendar.	Director requested proposed revision to language.
4.2.1 Agendas	Update language regard Board Meeting agenda structure.	Conform to current practice and procedures
4.2.4 Minutes	Update language to clarify content included in Board Meeting action minutes, pursuant to Government Code 54953(c)(2).	Conform to current law and best practices for public agencies that video record their meetings
4.4.3 Action Items Not on the Agenda	Update and simplify language to state that emergency or urgent items not on the agenda may only be heard in compliance with the Brown Act.	Director requested proposed revision to language.
4.4.4. Suspension of Policies or Operating Guidelines	Update language to clarify inconsistency in language regarding suspension of policies or operating guidelines.	Director requested proposed revision to language.
6.2 Benefits	Remove text and refer to District's Travel Guidelines policy.	Conform to current practice and procedures

6.3 Travel, and Incidental Expenses While Performing Official District Business	Update text with recommended car allowance for Directors.	Implementation of Car Allowance for Board of Directors
3.2 Role of Board as a Whole	Update text to clarify that General Counsel has authority to settle claims up to \$50,000.	Conform to current practices and procedures
3.2 Role of Board as a Whole	Remove antiquated language in section (c.) regarding the requirement of the Board's approval of ILUDPs, LUDPs, and CEQA compliance documents after they are presented to Board Executive Committee.	Conform to current practices and procedures
3.1.5 Board Role in Establishing Policies and Procedures Covering Wages, Benefits, Hours, and Terms and Conditions of District Employment and For Hiring Employees of the Board	<p>Update language to clarify the Board's role in reviewing policies covering wages and benefits.</p> <p>Remove language regarding Board review of diversity, equity, and inclusion data.</p>	Conform to current practices and procedures
5. Financial Controls	Update language to reflect current role and procedures of the Board regarding the Park District's financial reporting documents and procedures.	Conform to current practices and procedures
9. Legislative Services	Update text regarding legislative program operations.	Conform to current practices and procedures
3.1.6 Board Role in Recommending Positions to Support, Amend or Oppose Legislation	In Section 3.1.6, update language to add the Board's role in recommending positions for policy initiatives and ballot measures.	Conform to current practices and procedures

Section 3.1.7. Board Role in Maintaining Government Relations	Section 3.1.7. update language to reflect consistent language listed in the approved annual legislative program for interacting with partner agencies and elected officials at local, county, state, and federal governments.	
Appendix A, Special Public Meeting Process for Mitigation	Remove antiquated language in Appendix A that does not reflect current practices for negotiating mitigation agreements with developers.  Remove references to Appendix A, Section 4.1.4 Notice of Board Meetings. (Page 34).	Conform to current practice and procedures
Appendix B, Board Committees, Liaison Committees	Update language to list current standing Board Committees and Local Government Program as of October 2024.	List current Board Committees and Local Government Program partners
Appendix C: Park Advisory Committee	Update language regarding the committee's purpose, member term limits, reporting structure to Board of Directors, and to state the PAC's public meetings are governed by the Brown Act.	Update PAC role and procedures
Appendix E, Policy for Purchasing, Contracting and Agreements	Update to conform to Public Resource Code and set policy regarding language the General Manager's contract authority.	Conform to current law and procedures
3.2 Role of Board as A Whole	Update language to remove text that refers to Master Plan, add Park District Plan	Consistency in referencing terms
4.4.5 Public Comment  4.4.6 Standards of Decorum	Update language to remove the title of Presiding Chair and replace it with Board President or Chair.	Consistency in referencing terms

Section 4.4.5 Public Comment and Section 4.4.6 Standards of Decorum	Update proposed revised language that removes the title of Presiding Chair and replaces it with Board President or Chair. With this supplemental change, clarify the term of “Chair” to be “Committee Chair.”	Director requested proposed revision to language.
6.5 District Facilities Access for During the Term of Service	Remove section, does not need to be in Board Operating Guidelines and contains antiquated language.	Conform to current practices and procedures

\*Highlighted sections are those clarified and/ or added by Directors at the November 6<sup>th</sup> Board Executive Committee.