

**CARMICHAEL WATER DISTRICT**  
**Directors' Policy Manual**

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

**POLICY NUMBER:**       **9000**

**9000.10**       Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors (Board) by reviewing the agenda packet prior to the meeting. Information may be requested from staff or exchanged between Directors before meetings.

**9000.11**       Information that is intended for all Directors which is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

**9000.20**       Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

**9000.30**       Directors shall defer to the chairperson 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.

**9000.40**       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).

**9000.50**       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.

**9000.60**       Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.