

# Barstow Cemetery District

**POLICY TITLE: Members of the Board of Trustees Responsibilities**

**POLICY NUMBER: 4120**

## 4120.1 Meeting Preparation:

Trustees shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Trustees may request information from staff before meetings.

4120.1.1 Requests by individual Trustees for substantive information and/or research from District staff will be channeled through the General Manager.

4120.1.2 The General Manager shall be responsible for providing the requested information and shall make all information equally available to all Directors.

4120.1.3 If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

## 4120.2 Attendance at Meetings

4120.2.1 Members of the Board of Trustees are expected to and shall attend all regular and special meetings of the Board. If a Trustee is unable to attend any meeting, whether special or regular, the Trustee shall notify the Chairperson and General Manager prior to the meeting and the absence will be noted in the minutes. Each complete absence is considered an unexcused absence.

4120.2.2 To be counted as present for any meeting, Board Members must be present for the duration of the meeting whether physically present or electronic participation.

4120.2.3 A vacancy shall occur if a Board Member is absent from three (3) meetings.

## 4120.3 Meeting Decorum:

4120.3.1 Trustees shall always conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4120.3.2 Trustees shall defer to the presiding officer 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.

4120.3.3 Trustees may request for inclusion/"go on record" into the meeting minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, all individual noted votes by name to include abstention or dissenting vote).

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### 4120.4 Abstentions and Failure to Vote:

Trustees should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists. Trustees abstaining due to a disqualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter. Trustees who fail to vote in the absence of a declared conflict of interest will be counted as part of a quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.

### 4120.5 Board of Trustees Benefits:

Trustees who complete their 4-year commitment and choose to be interred in the Barstow Cemetery District, will be entitled to have the Open/Closing and Marker Setting fees waived.