



POLICY

Dublin San Ramon Services District

Policy No.:	P100-14-5	Type of Policy:	Board Business
Policy Title:	Casting District Ballots		
Policy Description:	Election of officers and other matters in organizations of which the District is a member		
Approval Date:	Aug 19, 2014	Last Review Date:	2014
Approval Resolution No.:	47-14	Next Review Date:	2018
Rescinded Resolution No.:	19-06	Rescinded Resolution Date:	May 16, 2006

It is the policy of the Board of Directors of Dublin San Ramon Services District:

That the District actively participate in the governance of those organizations in which the District is a member (including but not limited to ACWA, CASA, Alameda County Special District Association, CSDA, East Bay Alliance for Development, etc.), doing so in a manner that protects and furthers the interests of the District and its ratepayers, and further that this is done in a way that provides appropriate opportunity for public debate of matters of substance related to the governance of those organizations while at the same time streamlining the administration of this effort.

Accordingly, when organizations in which the District is a member solicit the District's vote, the matter shall be processed as follows:

For matters that are **Non-Substantial**¹ the General Manager shall make a tentative decision as how to cast the District's vote. The General Manager shall inform the Board of his intentions on the matter. If any Boardmember objects to the General Manager's tentative decision, they shall inform the General Manager of their objection and their reasons for doing so within 72 hours of being informed by the General Manager. If no Boardmember so objects, the General Manager's tentative decision shall be considered the position of the District on the matter. If at least two Boardmembers so object, the matter shall be considered "Substantial" and be processed as described below.

¹ Non-substantial matters are those items dealing with the routine running of the business of an organization. They include, but are not limited to matters such as changes to by-laws (excepting those changes to by-laws involving general eligibility for membership), 10% or less increase in dues, and uncontested elections (i.e. number of candidates equals the number of seats in the election).

Substantial² matters shall be placed on the Consent Calendar of the Board with the General Manager's recommendation. If the timing of the election is such that Board consideration provides insufficient time for action at the next regularly scheduled Board meeting, then the General Manager shall notify the Board of Directors of his tentative decision so as to provide time for a Boardmember to object if they so desire. If any Boardmember objects to the General Manager's tentative decision, that Boardmember shall raise their objection and their reasons for doing so before the end of the ensuing business day of so being informed by the General Manager. If not more than two Boardmembers so object, the General Manager's tentative decision shall be considered the position of the District on the matter. If at least two Boardmembers object, a Special Board meeting shall be scheduled, if possible, for Board consideration.

Highly Relevant³ matters shall be placed on the Board Business portion of the agenda for a determination of the District's position.

Authorization and Direction In all cases (non-substantial, substantial and highly relevant), once a decision is made in accordance with this policy, the General Manager is authorized and directed to cast the District's vote in accordance with that decision unless the by-laws of that organization require a person other than the General Manager to cast the vote, in which case by this policy the person so required by the organization is authorized and directed to do so.

General If the timing of the election in any organization is such that the process outlined herein cannot be followed because regular or special Board meetings cannot be scheduled in a timely manner, the General Manager is authorized and directed to cast the District's vote in a manner which the General Manager believes is in the District's best interest. In those cases, the General Manager shall report his action to the Board of Directors at the next Board meeting.

² Substantial matters include but are not limited to changes to the governance structure of the organization (i.e., changes in the number of governing Board seats or the make-up of the governing Board) or changes in by-laws affecting membership in general, dues increases greater than 10%, contested elections (i.e., the number of candidates exceeds the number of available seats) and any non-substantial matter on which at least two Boardmembers duly raise an objection to the General Manager's tentative decision.

³ Highly Relevant matters include any membership matter that would terminate the District's membership, any contested election for which a member of the District's Board of Directors is a candidate.