

RICHARDSON BAY REGIONAL AGENCY

STAFF REPORT

For the meeting of January 9, 2025

To: Board of Directors
From: Brad Gross, Executive Director
Subject: Board Governance Manual

STAFF RECOMMENDATION:

Approve Resolution No. 25-03, adopting a Board of Directors Governance Manual.

BACKGROUND

It is a common practice for governmental agencies, including those established by a joint powers agreement such as the Richardson Bay Joint Powers Agreement (RBRA JPA), to have adopted written rules of procedure for how its legislative body (Board of Directors in the case of a JPA) conducts its meetings, decision-making, and other duties & responsibilities. RBRA currently utilizes regular protocols for Board meetings and related operations within the authority of the RBRA JPA and pursuant to the State Brown Act Open Meeting Laws, but lacks a current Board manual stating in writing such protocols, or rules of procedure.

DISCUSSION

The attached draft Board of Directors Governance Manual is intended to establish written rules of procedure, for adoption by the Board. It covers areas including: Board organization; meetings; agendas; conduct of meetings; addressing the Board; debate and decorum; motions; voting; minutes; ordinances resolutions and contracts; hearings; urgency matters; communications; and budget and audit. The rules of procedure are designed to reflect current protocols as well as best practices, which may be amended from time to time.

The Board Governance Manual also contains references to documents that affect the work of the Board, but which are not necessarily Board-approved documents. These include:

Governing Documents: RBRA JPA (Approved by JPA member agencies); Brown Act (adopted by the State of California)

Strategic Planning Guidance: Richardson Bay Special Area Plan (adopted by County and cities prior to the establishment of the JPA); RBRA Transition Plans (Board approved)

Operational Policies: This is a list of Board-approved policies, and that may be amended or added to/deleted from time to time.

Reference to governing documents, strategic planning guidance, and operational policies along with the Board rules of procedure in the Governance Manual is intended to enhance transparency, clarity, and accessibility for the Board and the public about the work of the Board.

FISCAL IMPACT:

None

NEXT STEPS:

Upon Board approval, the Governance Manual will be posted on the rbra.ca.gov website under "Governance." The list of documents under Strategic Planning Guidance and Operational Policies may be amended administratively upon adoption by the Board of any additional strategic planning documents or operational policies. Other aspects of the Governance Manual – notably the Rules of Procedure - may be amended by the Board at any time.

Attachments:

Attachment 1: DRAFT RBRA Board of Directors Governance Manual

Attachment 2: DRAFT Resolution No. 25-03