

**POLICY TITLE: Members of the Board of Directors**  
**POLICY NUMBER: 4050**

**4050.1** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings within the strictures of the Ralph M. Brown Act.

**4050.1.1** Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

**4050.1.2** Copies of information exchanged before meetings shall be available at the meeting for members of the public to view, and shall also be provided upon request to anyone unable to attend the meeting.

**4050.2** Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

**4050.3** 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 at the appropriate time. All comments should be brief and confined to the matter being discussed by the Board.

**4050.4** Directors may request for inclusion into minutes brief comments pertinent to an agenda item (including, if desired, a position on abstention or dissenting vote) only at the meeting when that item is discussed.

**4050.5** Directors shall abstain from participating in consideration of or decision on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, Directors should not abstain from the Board's decision-making responsibilities.

**4050.6** Individual Directors can request from the General Manager substantive information and/or research regarding agenda items.