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## CSWD EXECUTIVE BOARD POWERS and RESPONSIBILITIES

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\*\*Text in **BLACK** describes the functions of the Executive Board as delegated by the Board of Commissioners 20+ years ago. Text in **BLUE** and **ORANGE** are suggested changes of former Chair DaVia.

The Executive Board establishes its fundamental purpose as the responsibility to provide consistent leadership and management of the district between regular meetings of the full Board of Commissioners.

1. The Executive Board shall consist of the Chair of the Board of Commissioners, **the Treasurer of the Board** and **three** members of the Board of Commissioners elected by the Board of commissioners. A majority of the Members of the Executive Board shall constitute a quorum for the purpose of taking any action upon any matter that may come before it.
2. The Executive Board shall be **elected annually** at the Board of Commissioners annual organizational meeting. Members of the Executive Board shall serve until the next annual organizational meeting and are eligible to be elected to **two** successive terms as Executive Board members. **However, if there is no nominee for one or more of the termed-out Executive Board positions, the current termed-out Executive Board member(s) become eligible to run for reelection. Every effort will be made to rotate Executive Board members among all Commissioners.**
3. The Executive Board shall develop a schedule of regular **quarterly** meetings. Any member of the Board of Commissioners may attend any meeting of the Executive Board. **The Chair of the Board and/or the Executive Director may call a meeting of the Executive Board when they deem advisable between quarterly meetings.**
4. **An emergency** meeting of the Executive Board may be called by the Chair of the Board, any **two** member of the Executive Board or the Executive Director. **The emergency meeting will be warned by the most expedited notice method necessitated by the circumstances of the emergency and the laws governing notice of meetings. An emergency would be, but not limited to an event having caused serious disruption to, or an inability of the organization to function therefore necessitating the intervention or assistance of the Executive Board. In such case the Executive Board shall have all authority to act for the Board of Commissioners. The Board of Commissioners will be informed of the emergency incident and any actions taken by the Executive Board as soon as reasonably possible.**

5. Meeting minutes and the results of any votes of the Executive Board shall be provided to the full Board ~~any~~ after the meeting of the Executive Board. Upon approval the ~~approved~~ minutes will be included in the Agenda of the next meeting of the Board of Commissions.
6. The Executive Board shall have the power to ~~enter into contracts~~ approve on behalf of the District ~~provided that the amount of any contract~~ or unforeseen expense requiring action between meetings of the Board of Commissioners that does not exceed \$100,000.
7. The Executive Board shall annually conduct a review of the performance of the Executive Director by the Board of Commissioners and make a report to the Board of Commissioners. To ensure the best Executive Director performance review the annual survey and analysis will be done using a professional Human Services organization. The Executive Board will also periodically conduct a self-evaluation of the Board of Commissioners performed by a professional Human Services organization to ensure the best analysis.
8. ~~Determining~~ Conduct a review of the compensation, benefits, and other terms of employment of the Executive Director consistent with the personnel policies approved by the Board of Commissioners at the time of the renewal of the Executive Director's employment contract. Such review results and recommendations will be presented to, and subject to final approval by the Board of Commissioners.
9. Determining and recommending any necessary disciplinary actions, which may be required to be taken against the Executive Director; however, any actions must be approved by the full Board.
10. Any decisions made by the Executive Board may be appealed to the full Board of Commissioners, at the request of the Executive Director. The Executive Director must request such an appeal within 14 days of receiving written notice of the Executive Board's decision. The Board of Commissioners will hear such appeals in executive session or in public session as the Executive Director requests.
11. Hearing grievances of the Executive Director's direct reports (only at their request) and taking appropriate actions on those grievances
12. Serve as counselor and advisor to the Executive Director.