
Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Remuneration and Attendance

POLICY NUMBER: 4030

- 4030.1** For FY 2018-19 the stipend will be \$50.00 per month for attendance at each Board meeting. The stipend each year will be determined by the Board during the annual Budget process.
- 4030.2** Board members are elected/appointed to office to represent their constituents and should make the effort necessary to attend each regularly scheduled Board of Directors meeting. Members are also expected to fulfill duties and obligations taken on or assigned by the entire Board.
- 4030.3** Members who wish to attend committee meetings, community meetings (subject to the Ralph M. Brown act), or workshops may do so with approval for reimbursement. Members must also report back to the full Board in open session on their activities, discussions and actions taken during those functions. A written report must be presented on these actions and placed on file with the District Office to be included in the minutes of the meeting at which the report was presented. This must be done prior to receiving the reimbursement if funded for that activity.
- 4030.4** The Board of Directors may provide, by ordinance or resolution, that members may receive their actual and necessary traveling and incidental expenses incurred for attendance at an outside meeting, outside of Sacramento County, California. Reimbursement for these expenses is subject funds available and to Government Code sections 53232.2 and 53232.3.
- 4030.4.1** Eligible expenses include travel/mileage (least expensive option), 3 meals per day (based on an 8 a.m. to 8 p.m. absence from home), and hotel accommodations if needed.
- 4030.5** A Board member should notify the Chair of the Board or the General Manager of their inability to attend a regularly scheduled Board of Directors meeting, a minimum of forty-eight (48) hours' prior notice when possible.
- 4030.6** Absences reported in such manner will be considered an excused absence. Failure to notify the Chair or General Manager will result in an unexcused absence.
- 4030.7** Board members who accumulate five (5) or more unexcused absences in a twelve (12) month period, or members absent for three (3) or more consecutive times without a viable excuse shall be subject to censure by a majority vote of the remaining members of the Board. Health issues are considered excusable absences and do not pertain to Item 4030.6.