

# Welcome to YOUR Board of Directors Meeting

## BOARD OF DIRECTORS

Bobbie Roberson, Chairperson  
Dana Martin, Vice-Chairperson  
Steve Ruetters, Board Member  
Jim Eckroth, Board Member  
Brooks Douglass, Board Member

## DEPARTMENT STAFF

David McArthur, General Manager  
Elaine Bush, Clerk of the Board



## YOUR DISTRICT GOVERNMENT

North of the River Recreation and Park District is a “special district” operating under Section 5780 of the California Public Resources Code. The Board of Directors is composed of five members who are appointed to a four year term of service. It is the Board’s responsibility to enact ordinances, resolutions and orders necessary for governing affairs of the District. The regular meeting of your Board of Directors is a vital part of the process in the conduct of District business. These meetings are open to the public. The Board appreciates your interest and participation. Meetings of the Board of Directors are held at the Administrative Center, 405 Galaxy Avenue, Bakersfield, California every third Monday at 5:30 p.m., with few exceptions.

## CONDUCT OF BOARD OF DIRECTOR MEETINGS

The Board of Directors has established policy for the preparation of the agenda, minutes and other related matters. Proceedings of the Board are governed under “Robert’s Rules of Order” on all matters pertaining to the parliamentary law, but no action of the Board shall be invalidated or legally affected by the failure to strictly adhere to such rules.

**PUBLIC REQUESTS:** If you have a matter you wish to place before the Board of Directors, you may send a written communication addressed to the Clerk of the Board. A response will be provided to you notifying you of the disposition of your communication.

**PUBLIC COMMENTS:** Persons desiring to address the Board on any matter not on the agenda and over which the Board has jurisdiction may do so under this portion of the agenda. Speakers are limited to two minutes. No formal action will be taken by the Board regarding this portion of the agenda other than to make a referral to District staff for review or action.

**BOARD MEMBER ITEMS:** This portion of the meeting is reserved for Directors to present to the other Board Members and to the public information, announcements and items that have come to their attention. No formal action by the Board will be taken.

**HEARINGS:** Proponents and opponents may address the Board. The most effective way of communicating your thoughts to the Board on Public Hearing matters is by submitting such in written form, preferably no later than 5:00 p.m., Monday of the week prior to the Board Meeting, however, legally you may speak and/or submit such material up to and including the time of the actual public hearing. It is hoped that this information will be helpful. You are encouraged to attend meetings of the Board as often as possible. Should you have additional questions, please contact the Clerk of the Board at 405 Galaxy Avenue, Bakersfield, CA 93308 or by telephone at (661) 392-2000. Thank you.

## DEFINITIONS

Below are terms and phrases you will encounter during a meeting or when reading the Agenda:

**CONSENT AGENDA:** Matters on the Consent Agenda are considered routine and non-controversial and are generally approved in one motion. A Board Member, department representative or member of the public may request an item be taken off the Consent Agenda for full discussion prior to the time the Board votes on the motion to approve.

**MOTION:** A proposal for action. After a motion is seconded, the Chairperson will call for a vote on the item.

**AGENDA PACKET:** The agenda packet is prepared the Wednesday prior to the Board Meeting and contains background material and recommendations on agenda items. Packets are available for review at the Administrative Center.

**CLOSED SESSION:** A “closed door” meeting provided for by State law to allow Board Members to consider a private legal or specific personnel matter.

**ORDINANCE:** An ordinance or amendment to an ordinance is a “legislative act” and requires two readings at separate Board Meetings, after which it is enacted. An Ordinance becomes effective thirty days after enactment.

**RESOLUTION:** A formalized action of the Board expressing policy or directing certain types of administrative action. It becomes effective immediately and may be changed by a subsequent resolution.

**STAFF:** The professional employees of the District who direct the day-to-day operations and carry out policies set by the Board of Directors. The General Manager attends all meetings of the Board. The Clerk of the Board of Directors is in attendance at all Board Meetings providing support services as required and recording minutes of the Board Meetings.

