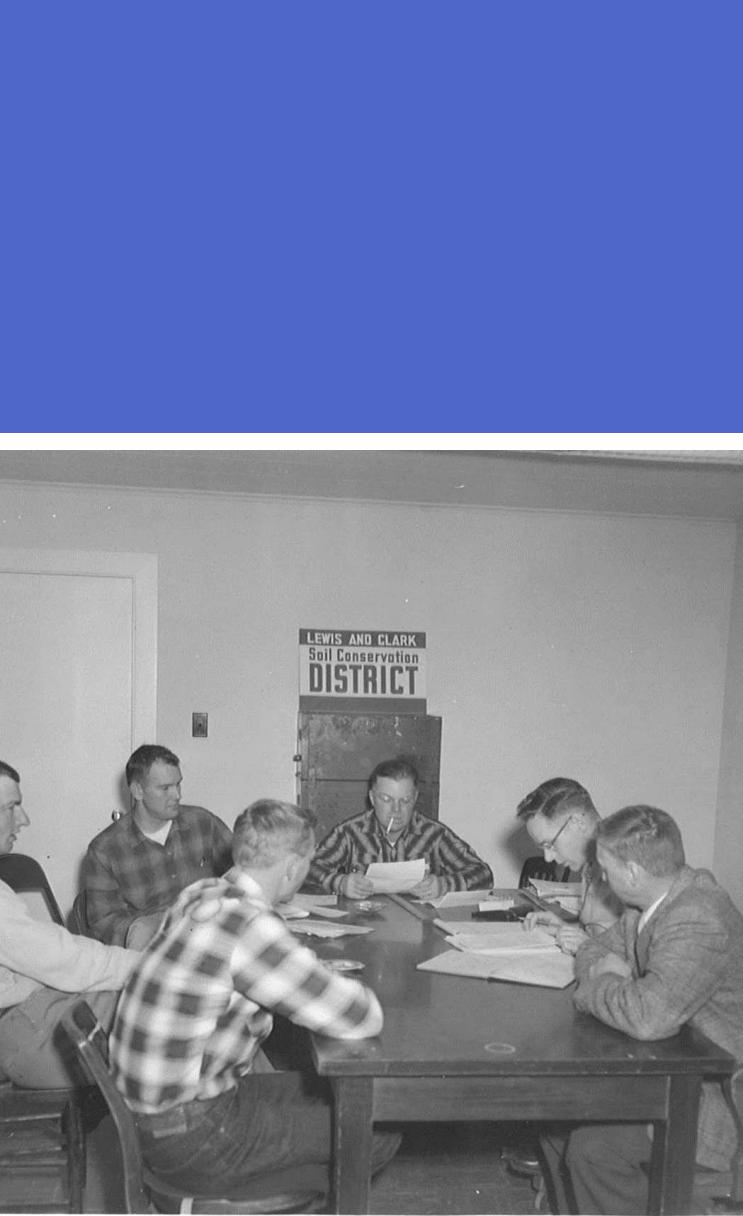




Boards & Board Meetings

Keeping your Board Out of Trouble

Agenda



General Board
Information

Supervisor Elections

Working for a Board

Board Meetings

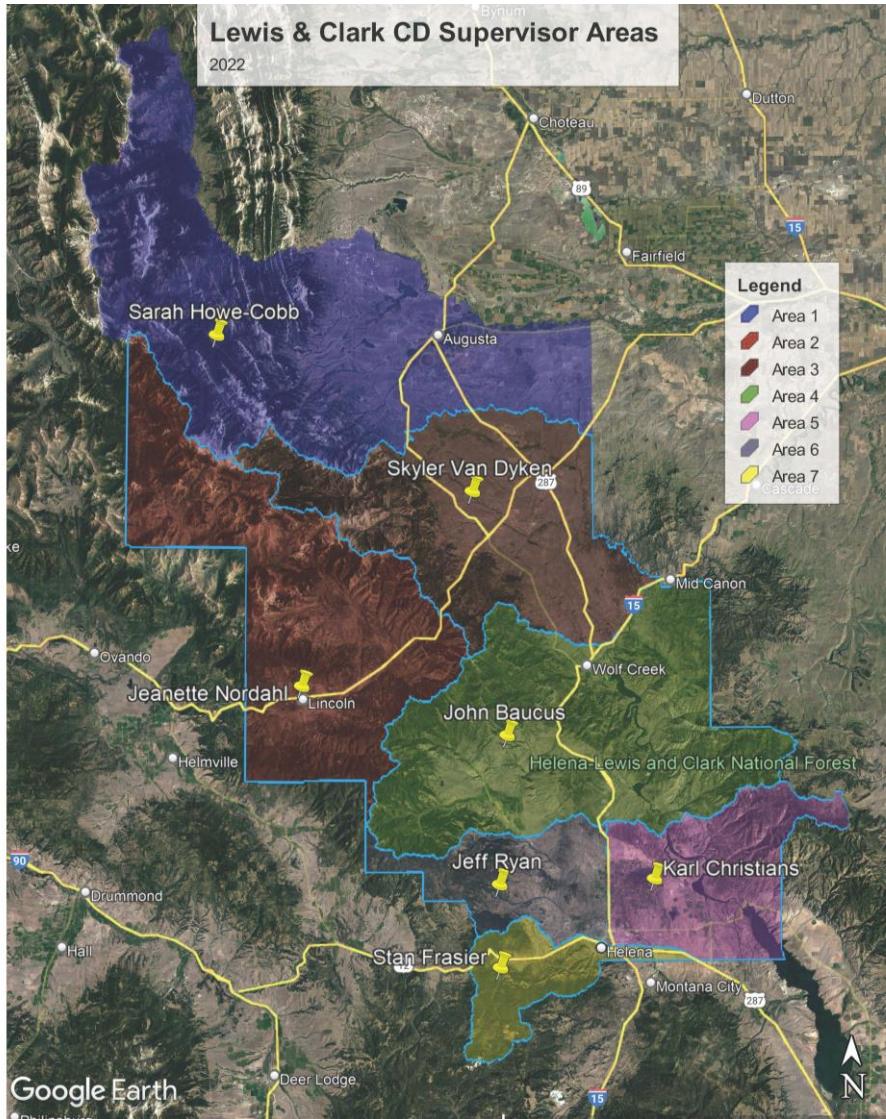
General Board Information



Who Should Serve on a Board?



- **Someone who is interested in furthering the mission of the Conservation District**
- **Someone who resides within the county (or residency area)**
- **Someone who has the time to serve**



What is the Board Make-up?

- Five or Seven Supervisors
- Some CDs have Urban Supervisors
- Some CDs have Residency Ordinances
- Elected and/or Appointed members
- Associate Supervisors

Appointed? Associate?

- **Urban Supervisors**
- **Interim Supervisors**
- **Associate Supervisors are appointed by the board**



Any Questions?



Supervisor Elections



Election Specifics

Open in January/February

**CD should be contacted by County
Elections**

**Should file forms in March (usually
around the 25th)**

Election or Acclamation?

Certificate from County

Tips for Record Keeping



- Track your own board member information
 - Longevity
 - Election history
 - Notes on if they were appointed to fill a position
- Keep copies of their filing paperwork (county can send)
- If your CD has residency areas, it's important to not get off-track
 - Fill 2 and 3 or 3 and 4
 - Appointments when a supervisor retires can be tricky

So They're Elected, What's Next?

**OATH OF OFFICE
CONSERVATION DISTRICT SUPERVISOR**

I do solemnly swear/affirm that I will support, protect, and defend the constitution of the United States and the constitution of the state of Montana, and that I will discharge the duties of my office of conservation district supervisor with fidelity.

Term Expires: _____

Conservation District Supervisor

Subscribed and sworn/affirmed to before me this _____ day of
_____, 20_____.

[Handwritten signature]

Signature:

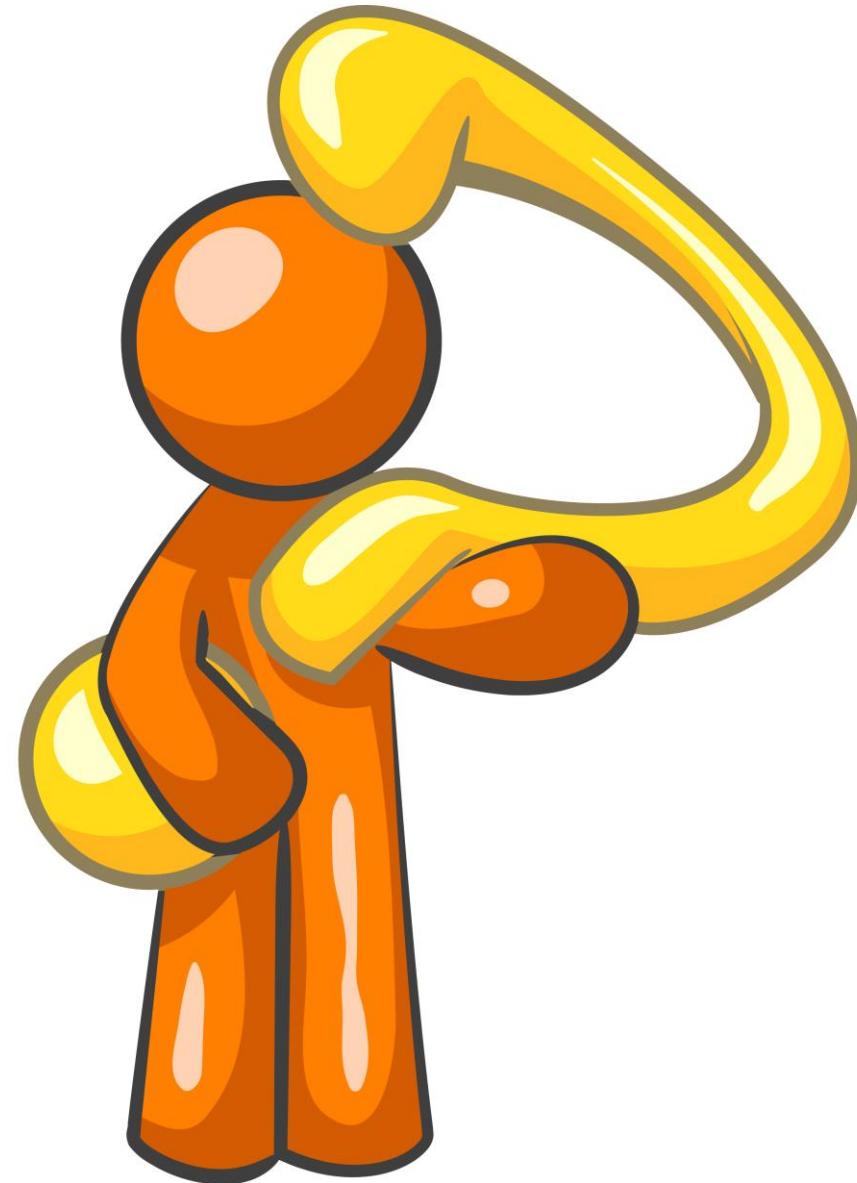
Title:

- Supervisor takes office in January
- Swearing in
 - Who Can Do that?
 - Forms for Swearing in
- Supervisor Training
- Supervisor Notebook
- Supervisor Manual

Supervisor Notebooks

Can be whatever your CD thinks is important.

- CD History
- Supervisors through time
- County map with supervisor Residency areas
- Job Description
- NACD Board information
- Supervisor Manual
- Power point slides
- Team member reports
- Blank 310 application
- Blank complaint form
- Blank emergency form
- Current Rules for implementation of the 310
- Ten Minute Trainings
- Supervisor Reimbursement Policy
- Travel reimbursement forms

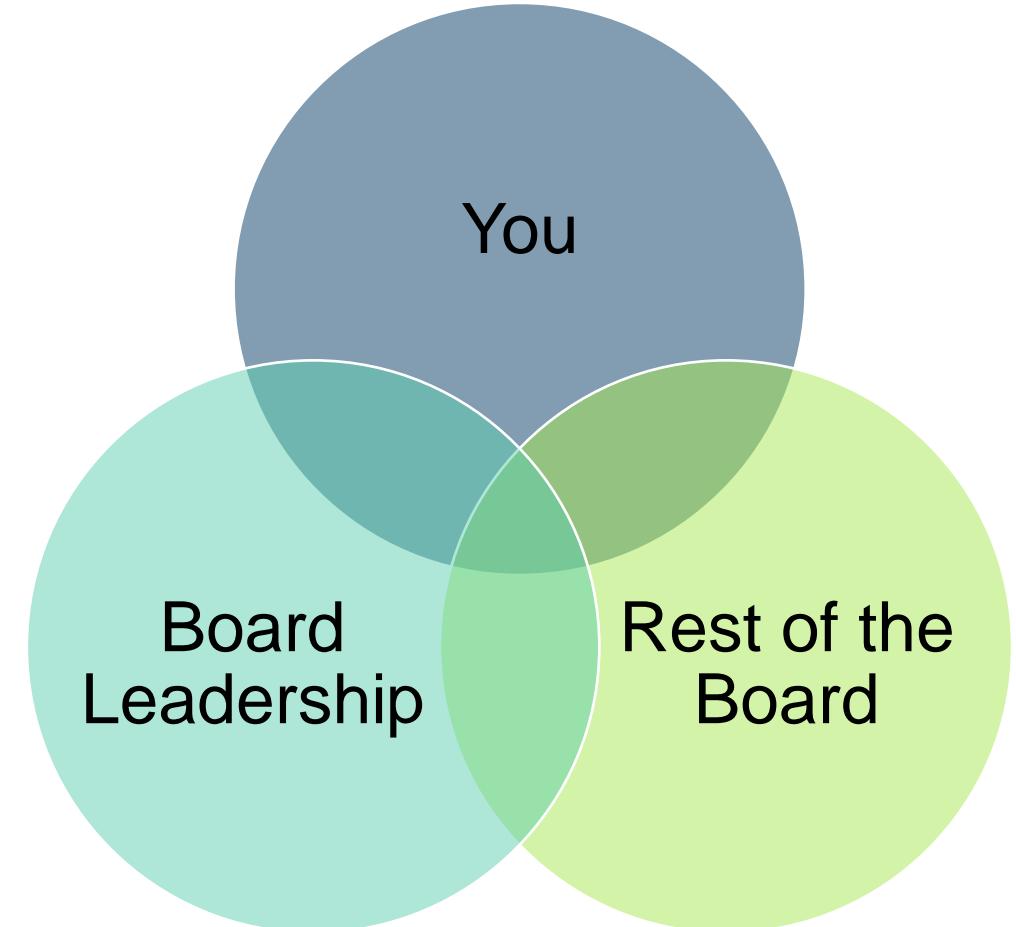


Working for a Board

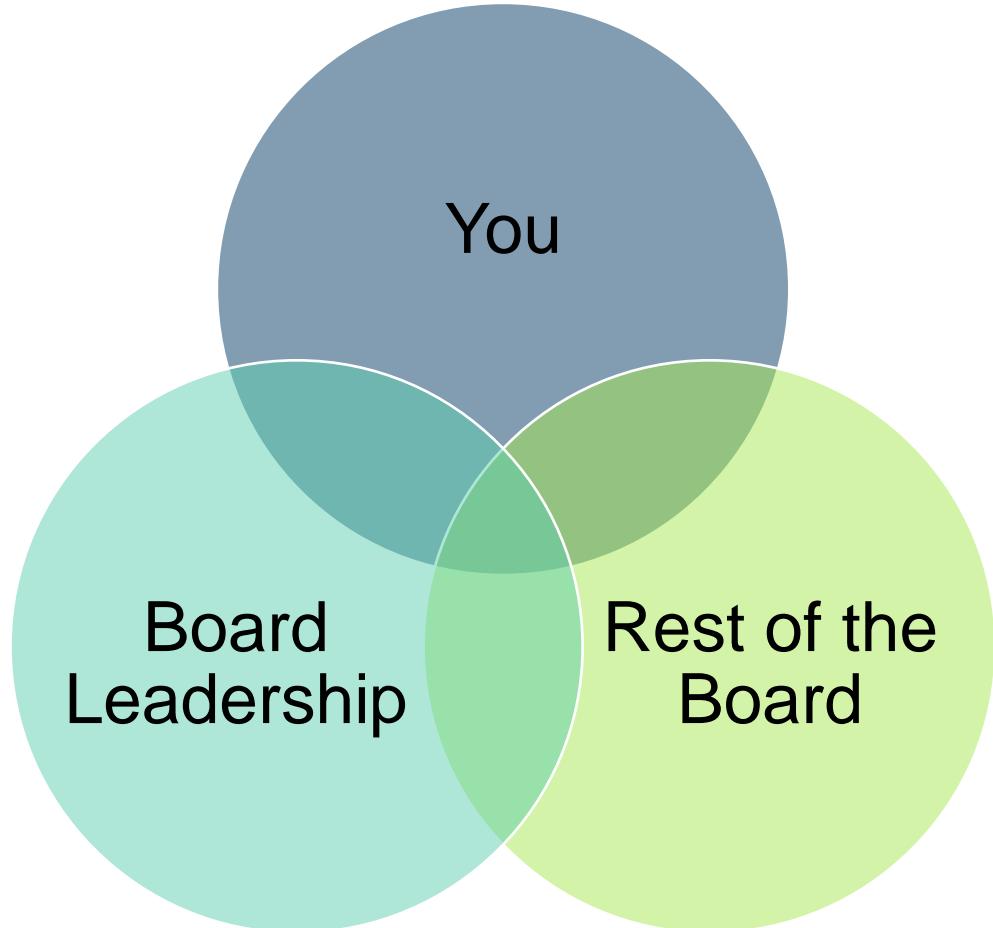


Working for a Board

- Communication
- Working Independently
- Personnel “person”
- Difficult Conversations
- Board/Admin Relationship
- Your Role
- You **Do Not** Work For NRCS



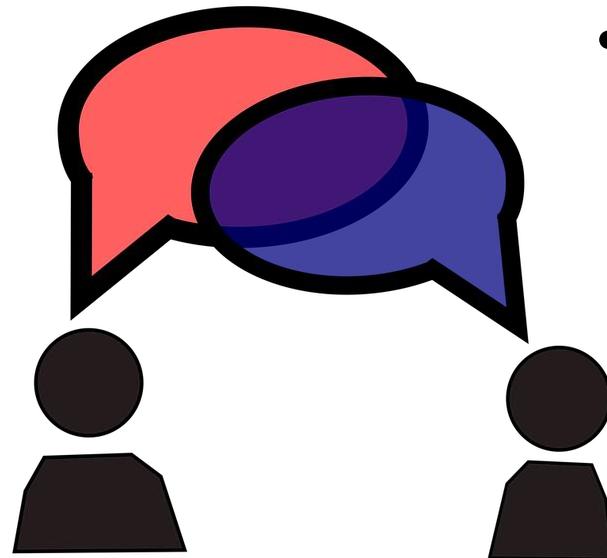
Working for a Board



- Board “Culture”
- Positions on the Board
- Rotation of Positions
- CD Self Audit
- Committees
- Financial Person(s)
- Board Involvement
- Planning/Budgeting

From SET 2021

- Difficult Conversation Preparation Checklist
- Agenda for Weekly Check in with board chair
- How to Pitch a Big Idea and Get a YES



Any questions?



**Hold On To Your
Hats...Now it gets
exciting!**

Board Meetings



**It sometimes feels like
the cycle that never
ends...**

Board Meetings

Notices



- What-Draft agenda and signed minutes from last meeting
- Where-Where do you send/post them?
- When-What is “reasonable notice” and what are the exceptions?
- How-What should your notice include?
- Map to meeting location
- Zoom or other virtual option if available

- How is the meeting agenda different from the meeting notice?
- Send prior meeting draft minutes to board members

Board Meetings

Meeting Preparation

- Copies/meeting packet
 - Each CD is different
 - All digital, all paper, hybrid?
- Forms that need to be filled out
- Checks/Check report
- Financial report (for packet and official copy for signature)
- Anything requiring a signature
- Correspondence to share



Board Meetings

Meeting Prep

Agenda

- Location
- Time
- Date
- Call to order
- Financial report
- Approval of prior meeting minutes
- January differences
- Introductions



Board Meetings

Meeting Prep

Agenda continued

- Public Comment
- Correspondence
- Reports from partners, supervisors and staff
- Old Business
- New Business
- 310 Permits/complaints/emergencies
- Other Business
- Announcements
- Adjournment



Board Meetings

Meeting Procedures

- Quorum
- Parliamentary Procedure
- Chair Responsibilities
 - Keeping the meeting moving
 - Following the agenda
- Admin responsibilities
 - Communication with the chair
 - Recording minutes



Board Meetings

Minutes & Other Meeting Related



MINUTES

- Should mirror the agenda
- Minimize “discussion” unless pertinent
- Capture motions, seconds and votes and whether motion carried
- Presiding officer and recorder signatures and dates

Cautions:

- Recording the meeting
- Controversial situations
- Having difficult meeting attendees

Board Meetings

Following Meeting



- Review and finalize minutes
- Send official signed minutes to:
 - Clerk and Recorder for certification
 - DNRC's CDB
- Send follow up correspondence as directed
- File financials etc.
- Mail out checks
- 310 Permit follow up

Board Meetings

Emergency/ Special Meetings



Emergency Meetings

- Notice 24-48 hours
- Can be for emergency situations (flood, fire, etc.)

Special Meetings

- Can be for planning/budget meetings
- Can be for Local Work Group Meetings

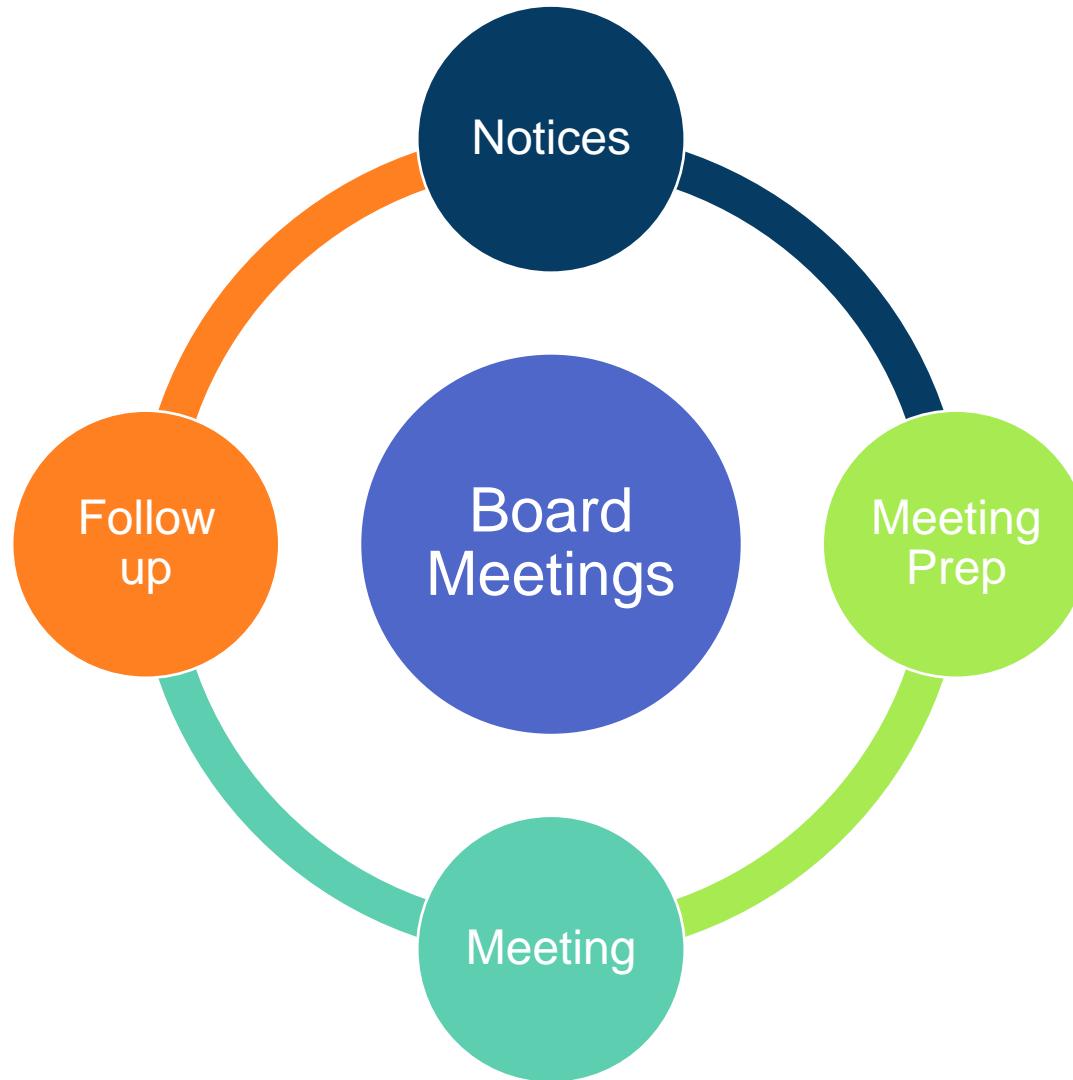
Board Meetings

Executive Session



- Closed session at a board meeting
 - Usually for Personnel Issues
 - Salaries
 - Evaluations
 - Disciplinary action
 - Pending legal issues
 - Individual privacy
- Minutes must be kept
 - Only available to those authorized to attend the executive session unless the board votes to make them public

And the whole thing starts all over again...





Helpful Links

DNRC:

CD Resource Page: <http://dnrc.mt.gov/divisions/cardd/conservation-districts/documents-trainings>
(Sturgis, Open Meetings, Supervisor specific documents, Lawbook, Personnel)

Employee Website/Resources page: <https://employees.macdnet.org/conservation-district-resources/>
(CD Toolbox, Draft Handbook, New Employee Guide and more!)

Employee Website/Past Trainings page: <https://employees.macdnet.org/trainings-recent-and-older/>
(Recorded trainings, Roundtables, and older training materials)