

Board Meeting

Governance Meeting - August 20, 2025

Agenda

Governance Committee Agenda - September 17, 2025 2

Old Business

Civility Policy - Draft 4

Board of Directors - Code of Conduct 8

New Business

Meeting Minutes - August 20, 2025 9

Ticketing Policy 11

Memo - Advocacy Policy 14

Advocacy Policy 16

Officers and Committees of the Board of Directors 18



Mission

* Strong Stewardship * Ethical Oversight *
* Eternal Local Access *

Vision Statement

To be an energized, high performing advocate for the communities we serve, our patients and our staff. The board governs with an eye on the future of health care and its effects on the District and patient care. The Board is committed to continuous evaluation, dedication to our mission, and improvements as a board.

Values

* Integrity * Innovate Vision * Stewardship * Teamwork *

NOTICE

NORTHERN INYO HEALTHCARE DISTRICT Board of Directors' Governance Committee Meeting

September 17, 2025 at 9:30 am

The Governance Committee will meet in person at 150 Pioneer Lane, Bishop, CA 93514 in the AMR conference room. Members of the public will be allowed to attend in person or via Zoom. Public comments can be made in person or via Zoom.

TO CONNECT VIA ZOOM: (A link is also available on the NIHD Website)

<https://us06web.zoom.us/j/3257893484?pwd=VrgnzdFhLFICK7h6MlbfqehXlilrqm.1#success>

Meeting ID: 325 789 3484

Password: 623576

PHONE CONNECTION:

(669) 444-9171

(253) 215-8782

Meeting ID: 325 789 3484

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1. Call to Order at 9:30 am.
 2. Public Comment: At this time, members of the audience may speak only on items listed on this Notice. Each speaker is limited to a maximum of three (3) minutes, with a total of thirty (30) minutes for all public comments unless modified by the Chair. The Board is prohibited from discussing or taking action on items not listed on this Notice. Speaking time may not be transferred to another person, except when arrangements have been made in advance for a designated spokesperson to represent a large group. Comments must be brief, non-repetitive, and respectful.
 3. Old Business
 - a) Civility Policy – *Action Item*
 - b) Code of Conduct – *Action Item*
 4. New Business
 - a) Meeting Minutes – August 20, 2025 – *Action Item*
 - b) Ticketing Policy – *Action Item*

c) Advocacy Process / Policy – *Action Item*

d) Officers and Committees of the Board of Directors – *Action Item*

5. Adjournment

In compliance with the Americans with Disabilities Act, if you require special accommodations to participate in a District Board Governance Committee meeting, please contact the administration at (760) 873-2838 at least 24 hours prior to the meeting.

Board Meeting Civility Policy

Purpose & Values

The Board of Directors is committed to creating a meeting environment where every voice is heard with respect, discussions are conducted with fairness, and decisions reflect the District's mission of serving our community.

This policy is designed to support productive, well-organized meetings that encourage open dialogue, foster collaboration, and build public trust. It provides clear guidance on how the Board and all participants will work together with civility, professionalism, and integrity.

Meetings will follow Robert's Rules of Order to ensure consistency and fairness. In the event of a conflict between this policy, Robert's Rules, and the Brown Act, the Brown Act and applicable law will control.

This policy applies to all members of the Board of Directors as well as participants in Board and standing committee meetings, including staff, consultants, advisory members, and members of the public.

Standards of Civility & Conduct

Respectful Communication

- Members are expected to listen respectfully and speak courteously.
- Communication should foster constructive dialogue and avoid interruptions, raised voices, sarcasm, ridicule, dismissive gestures, profanity, or personal attacks.

Equal Participation

- Each member will have an equal opportunity to contribute to discussion.
- The Chair may set reasonable time limits on remarks, generally not exceeding five (5) minutes per round, to help ensure balanced participation.

Preparedness

- Members are expected to come prepared, having reviewed agenda packets and materials in advance.
- Meetings are most effective when discussion builds on the background information already provided, rather than revisiting it.

Respect for Public Comment

- Public comment is a valued opportunity for community input. Board members listen respectfully, and responses—when appropriate—are provided through staff or during the agendaized discussion.
- The Chair may adjust speaking time limits for all speakers equally, consistent with the Brown Act (Gov. Code §54954.3).

Cell Phones & Technology

- During public comment, members are encouraged to give their full attention to speakers without using devices.

- Limited use is appropriate only for emergencies, agenda materials, or urgent District business.

Confidentiality & Closed Session

- Members must respect the confidentiality of closed session discussions as required by the Brown Act (Gov. Code §54963).
- Civility standards apply equally in closed session.

Board–Staff Interaction

- Requests for information should be directed through the Chief Executive Officer to ensure clarity and respect staff’s reporting structure.

Board Member Communications Outside of Meetings

- Board members should avoid email, text, or phone chains to engage in “serial meetings” or reach a consensus outside of publicly noticed meetings, in compliance with the Brown Act (Gov. Code §54952.2).
- Board communications should be respectful and focused on logistics or information, with discussion of District business reserved for public meetings.
- Written communications between members should remain professional and respectful, recognizing they may become part of the public record.

Out-of-Meeting Conduct

- Civility standards apply outside the boardroom, including in emails, public events, and on social media.
- Board members model professionalism by speaking respectfully about the District, staff, and fellow directors in public settings.
- Concerns about civility violations outside of meetings may be reported in writing to the Board Chair and Governance Committee for review.

Meeting Procedures: Order of Discussion for Each Agenda Item

1. **Chair Introduces the Item**
2. **Presentation of Item**
3. **Public Comment** – 3 minutes per speaker; 30 minutes total unless extended by the Chair
4. **Board Discussion**
 - **Step 1 – Round-Robin Discussion:** Each Board member is called on in turn; members may speak or “pass.” No interruptions.
 - **Step 2 – Clarification and Responses:** Staff or other members may clarify, directed through the Chair.
 - **Step 3 – Open Floor Discussion:** Members may request recognition; repetition should be avoided.
 - **Step 4 – Summarizing Key Points:** Chair summarizes the discussion.
 - **Step 5 – Final Comments:** Chair invites final remarks.
 - **Step 6 – Transition to Action:** Chair calls for a motion.
5. **Motion and Vote** – Motion made and seconded, restated by the Chair, then voted on. Roll call required if remote participation.

The Chair may adjust this process for routine or time-sensitive items, while ensuring all members have an opportunity to contribute.

Agenda Management

- **Adding Items** – Individual Board members may request items for a future agenda by submitting the request to the Chief Executive Officer and Board Chair in advance.
 - **Two-Member Request** – If two Board members wish to place an item on a future agenda, they may do so by notifying the Board Clerk. The Clerk will confirm whether a second member supports the request, without members contacting each other directly, to avoid Brown Act violations. Items supported by two members will be placed on a future agenda, generally within two regular meetings, unless additional preparation is required.
 - **Review** – For single-member requests, the Board Chair and CEO review the item to determine placement, timing, and whether additional background information is required.
 - **Final Authority** – The Board, acting as a body, may add items during a meeting only as allowed under the Brown Act (Gov. Code §54954.2(b)).
 - **No Off-the-Cuff Additions** – Items should not be added or acted upon during meetings unless they meet the legal urgency exception and are approved by a two-thirds vote.
 - **Applicability to Committees** – These procedures apply to all meetings of the Board of Directors and standing committees, unless otherwise modified by committee charter.
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Public Disruptions

- Members of the public are expected to maintain civility and respect during meetings.
 - If a disruption occurs, the Chair may first issue a verbal warning and request that order be restored.
 - If the disruption continues, the Chair may call a brief recess to address the matter privately with the individual.
 - If disruption persists after these steps, the Chair may call the individual to order.
 - If necessary, the Chair may direct the removal of the individual in accordance with Government Code §54957.9.
 - In extreme cases, if willful interruptions make it unfeasible to continue the meeting, the Board may clear the meeting room and proceed in compliance with the Brown Act, while allowing members of the press and non-disruptive attendees to remain (Brown Act requirement).
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Enforcement & Consequences

General

This policy applies equally to all members, including the Chair. When concerns arise, they will be addressed promptly, consistently, and respectfully to maintain order and trust in the Board's work.

If a Board Member Violates Civility or Meeting Procedure

The Chair may take the following steps, escalating only as necessary:

1. **Reminder/Redirection** – The Chair provides a reminder or may call a brief recess to redirect discussion privately.
2. **Call to Order** – If needed, the Chair formally calls the member to order.
3. **Referral** – Repeated or disruptive violations are documented and referred to the Governance Committee, which may recommend corrective action or training and report findings to the full Board.
4. **Board Action** – If necessary, the full Board may take corrective action, such as:
 - Issuing a private or public warning.
 - Requiring additional training (such as governance, civility, or Brown Act training offered by CSDA or another recognized provider).

If the Chair Violates this Policy

If the Chair fails to follow these rules or does not apply them fairly, the Board may take the following actions:

1. **Point of Order** – Any member may raise a Point of Order. The Chair must allow it to be heard.
2. **Discussion** – The Board may briefly discuss whether the Chair’s action violated this policy.
3. **Board Vote** – By majority vote, the Board may:
 - Overrule the Chair’s ruling.
 - Direct the Chair to comply with the policy.
 - Appoint a temporary presiding officer.
4. **Documentation** – Any such action is recorded in the minutes.

Annual Acknowledgment

All Board members will annually acknowledge in writing their commitment to this policy.

Removal from Office

The Board does not have authority to remove an elected director from office. Removal, if necessary, is governed by the District bylaws and California law, including voter recall and judicial declaration of vacancy.

Definitions

- **Point of Order** – A procedural motion raised by a Board member to call attention to a violation of the rules or this policy.
- **Recess** – A temporary pause in a meeting called by the Chair to restore order or allow a break, after which the meeting resumes.
- **Serial Meeting** – A series of communications, directly or through intermediaries, that results in a majority of the Board discussing, deliberating, or reaching consensus outside of a publicly noticed meeting, prohibited by the Brown Act (Gov. Code §54952.2).
- **Brown Act** – California’s open meeting law (Gov. Code §54950 et seq.), requiring transparency and public access to local government meetings.

Code of Conduct

The following Code of Conduct was adopted by the Northern Inyo Healthcare District (NIHD) Board of Directors on October 18, 2023 to describe expectations of each Board member during and after his or her service.

As a member of the NIHD Board of Directors I will:

1. represent the best interests of NIHD and be a positive example to others within NIHD and within the community in both my attitude and actions, acting at all times with honesty, integrity, diligence, competence and in good faith;
2. become and stay knowledgeable about the Board's bylaws, policies and procedures;
3. become well-informed about each matter coming before the Board for decision;
4. bring matters to the Board's attention that I believe may have a significant effect on the well-being of NIHD, its services, employees or mission;
5. participate actively in Board and committee discussions;
6. listen carefully to other members and consider their opinions respectfully, particularly if they differ from mine;
7. respect and support majority decisions of the Board, even if I disagree with that result;
8. acknowledge conflicts that arise between my personal interests and the Board's activities, identifying them early and withdrawing from related discussions and votes;
9. maintain, in accordance with law, the confidentiality of information provided to me in my role as a Board Member;
10. refer Board member complaints promptly and directly to the Board Chair and to the Chief Executive Officer (CEO), as appropriate;
11. surrender all information related to NIHD matters to my successor, but continue to maintain related duties of confidentiality;
12. comply with all NIHD policies and procedures to support and model a work environment that discourages any form of inappropriate conduct, harassment, discrimination, or retaliation;
13. recognize and respect the differentiation between Board and staff responsibilities.

I will not:

1. share opinions elsewhere that I am unwilling to discuss before the Board or its committees;
2. decide how to vote before hearing discussion and becoming fully informed;
3. interfere with duties and activities of other Board members;
4. speak publicly on behalf of the Board unless specifically authorized to do so.

Signature

Date

CALL TO ORDER	Northern Inyo Healthcare District (NIHD) Board Chair Turner called the meeting to order at 11:00 am.
PRESENT	Jean Turner, Governance Chair David Lent, Governance Vice-Chair Christian Wallis, Interim Chief Executive Officer Allison Partridge, Chief Operations Officer / Chief Nursing Officer
PUBLIC COMMENT	Chair Turner reported that at this time, audience members may speak on any items on the agenda that are within the jurisdiction of the Board. There were no comments from the public.
NEW BUSINESS	Motion to approve Meeting Minutes – July 17, 2024: Turner 2 nd : Lent Pass: 2-0 Motion to approve Meeting Minutes – February 19, 2025: Lent 2 nd : Turner Pass: 2-0
MISSION, VISION, VALUES	The Committee discussed ongoing confusion caused by multiple versions of the mission, vision, and values statements currently in circulation. These include Board-developed values from 2016, organizational values adopted later, and updates tied to the December 2024 Strategic Plan. Members agreed the full Board should collectively review these statements to unify and update them. Because of the depth of discussion anticipated, the Committee suggested that a special Board meeting or retreat may be appropriate. The item will be forwarded to the full Board for consideration. Motion to move to the full-board agenda: Lent 2 nd : Turner Pass: 2-0
STRATEGIC PLAN	The Committee confirmed that the full Board approved the overarching Strategic Plan in public session in December 2024. However, the more detailed SMART goals were only reviewed in closed session and not formally adopted. Members supported developing a quarterly dashboard using a red/yellow/green format to track progress on the plan and provide updates through the Governance Committee and Board. It was emphasized that aligning budget requests and departmental planning with the Strategic Plan would improve accountability and transparency.
BROWN ACT, ROBERTS RULES	The Committee reviewed summary materials related to the Brown Act and Robert's Rules. It was noted that these topics will be covered in detail during the upcoming ACHD conference, which all five directors are expected to attend. In light of this, the Committee agreed to defer additional Board-level

training until after the conference and revisit the issue in October if further focus is needed.

CIVILITY TRAINING

A draft civility policy was presented and discussed. Committee members supported linking the policy with the Board's Code of Conduct and ensuring language was written to balance professional standards with respect for First Amendment rights. Enforcement provisions should be progressive and focused on redirection rather than public embarrassment. The section on cell phone use received particular attention, with agreement that the policy should discourage distractions while allowing limited flexibility for urgent communications, such as with legal counsel or hospital operations. Legal counsel will be consulted on appropriate wording, and revisions will be brought back at the following meeting.

BOARD SELF-
ASSESSMENT PLAN

Remove items that have been accomplished and then we will bring back for next month with what is complete.

Adjournment

Adjournment at 12:13

Jean Turner
Northern Inyo Healthcare District
Governance Chair

Attest: _____
David Lent
Northern Inyo Healthcare District Chair
Governance Vice-Chair



NORTHERN INYO HEALTHCARE DISTRICT NON-CLINICAL POLICY

Title: Ticketing Distribution Policy		
Owner: Interim CEO, COO, CNO		Department: Board of Directors
Scope:		
Date Last Modified: 09/11/2025	Last Review Date: Not Set	Version: 1
Final Approval by: NIHD Board of Directors		Original Approval Date:

I. Purpose

The purpose of this policy is to establish a fair, transparent, and legally compliant process for the distribution and use of tickets or passes to entertainment, sporting, charitable, or community events received by Northern Inyo Healthcare District (“NIHD”). This policy is adopted in accordance with California Fair Political Practices Commission (FPPC) regulations (2 Cal. Code Regs. § 18944.1 et seq.) and Government Code section 82030.

II. Applicability

This policy applies to all tickets and passes distributed by NIHD, regardless of source, including those received:

- As donations from third parties;
- As part of a sponsorship or marketing package;
- Purchased directly by NIHD for promotional or community relations purposes.

It applies to NIHD Board members, employees, contractors, consultants, and other individuals or organizations receiving tickets from the District.

III. General Principles

1. Tickets and passes are considered **public resources**. Their distribution and use must serve a **public purpose** benefiting NIHD and the community it serves.
 2. Distribution must be consistent with FPPC regulations and reported in compliance with Form 802 (“Agency Report of Tickets/Passes Distribution”).
 3. No ticket or pass may be offered or used as a gift for personal benefit in violation of the Political Reform Act or NIHD’s Conflict of Interest Code.
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IV. Public Purposes Served

The following are recognized as legitimate public purposes for ticket or pass distribution under this policy:

- Promotion of healthcare services, community wellness, and NIHD programs;
 - Recognition of community partners, donors, volunteers, or employees;
 - Promotion of economic development, community engagement, or goodwill within NIHD's service area;
 - Attendance at events by NIHD representatives for networking, education, or ceremonial purposes;
 - Any other purpose determined by the Board Chair, Chief Executive Officer (CEO), or their designee to advance the mission of NIHD.
-

V. Distribution Authority

1. Tickets may be distributed under the authority of the Board Chair, CEO, or their designee.
 2. The determination of whether distribution serves a public purpose must be documented.
 3. Priority for tickets may be given to:
 - Board members and officers;
 - Employees whose job responsibilities relate to the event;
 - Community members or organizations furthering NIHD's healthcare mission.
-

VI. Use Restrictions

1. Tickets may not be sold, transferred, or bartered for personal gain.
 2. Tickets must only be used by the designated recipient and their guest (if allowed), unless reassigned with approval from the CEO or Board Chair.
 3. Any use inconsistent with this policy constitutes misuse of public resources and may subject the individual to penalties under law and NIHD policies.
-

VII. Disclosure & Reporting

1. NIHD shall prepare and file FPPC Form 802 as required, identifying:
 - Event description, date, and venue;
 - Number and value of tickets;
 - Names of recipients and the public purpose served.
 2. Completed Form 802 shall be posted on NIHD's website and retained for at least four years.
-

VIII. Implementation & Oversight

1. The CEO or designee shall maintain a log of all tickets and passes received and distributed.
 2. Questions about compliance with this policy shall be referred to NIHD's legal counsel or FPPC for guidance.
 3. This policy will be reviewed by the Governance Committee at least once every three years and updated as needed.
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IX. References

- Government Code § 82030
- 2 Cal. Code Regs. § 18944.1 – 18944.5
- FPPC Form 802, “Agency Report of Tickets/Passes Distribution”

Supersedes: Not Set



DATE: September 2025
TO: Board of Directors, Northern Inyo Healthcare District
FROM: Christian Wallis, Interim Chief Executive Officer
RE: Advocacy Process, Policy, and Annual Platform

MEMORANDUM

Background

Healthcare districts and hospitals frequently encounter community and political issues that arise quickly and require timely response. These can include state or federal legislation, regulatory proposals, ballot measures, or local government decisions that directly impact hospital operations, finances, or community health services.

Because the District operates under the direction of an elected Board of Directors, clarity is needed on how the Chief Executive Officer (CEO) may act on behalf of the Board when immediate advocacy or response is necessary. The goal is to balance responsiveness with accountability to the Board.

Discussion

1. Timeliness of Advocacy

- Many advocacy matters—particularly legislative or regulatory—require immediate action, such as signing on to a coalition letter, providing testimony, or contacting elected officials.
- Waiting until the next regular Board meeting could result in missed opportunities for the District to advocate on behalf of its patients and community.

2. Best Practices at Peer Hospitals and Districts

- **Delegated Authority to CEO with Notification:** Many hospital districts authorize the CEO to respond to time-sensitive advocacy matters, provided the action aligns with established Board-approved legislative priorities. The CEO later informs the Board through weekly updates or at the next Board meeting.
- **Board Chair or Committee Chair Review:** Some districts require the CEO to confer with the Board Chair or Governance Committee Chair prior to acting, offering a check-and-balance without delaying response.

- **Annual Legislative Platform:** Larger systems (e.g., academic medical centers or county health systems) adopt an annual legislative platform. The CEO and staff are empowered to act on items consistent with that platform, ensuring alignment with Board priorities.
- **Post-Action Reporting:** Hospitals often require a brief summary of advocacy actions taken to be logged and reported at each regular Board meeting, creating transparency and an institutional record.

3. Proposed Process for NIHD

- When a time-sensitive political or advocacy issue arises:
 1. The CEO will promptly inform the Governance Committee Chair (or, if unavailable, the Board Chair).
 2. The Governance Chair will review and authorize the CEO's proposed action on behalf of the Board.
 3. The CEO will execute the action and then:
 - Report the action in the next weekly CEO email, and
 - Provide a brief summary to the Board at the next regular meeting under CEO or Governance Committee updates.
- If the issue is of significant magnitude (e.g., a formal endorsement of a ballot measure, major legislative position, or media statement on behalf of the District), the CEO may request a special Board meeting if time permits.

Recommendation

That the Board adopt the following advocacy process:

1. **Delegated Authority:** The CEO is authorized to act on behalf of the Board on time-sensitive political and advocacy matters, subject to prior consultation and approval from the Governance Committee Chair (or Board Chair if necessary).
2. **Transparency and Reporting:** All advocacy actions taken under this process will be summarized in the CEO's weekly report and formally recorded in the minutes of the next regular Board meeting.
3. **Future Development:** The Governance Committee should consider developing an annual legislative/advocacy platform, which would further clarify the Board's stance on recurring issues and allow the CEO to act with confidence on consistent positions.

Advocacy and Community Partnerships Policy

Purpose

To establish a process for how the Chief Executive Officer (CEO) may act on behalf of the Board of Directors on time-sensitive advocacy matters and community partnership requests. This policy ensures that the District can respond promptly to legislative, regulatory, or community issues while maintaining accountability and transparency to the Board.

Policy Statement

It is the policy of the Board of Directors that:

1. The CEO is authorized to represent the District in advocacy and community partnership activities consistent with the District's mission, values, and the annual Advocacy Platform adopted by the Board.
 2. The CEO must consult with the Governance Committee Chair (or Board Chair if the Governance Chair is unavailable) before taking action on advocacy or partnership requests not clearly addressed in the annual Advocacy Platform.
 3. The Board retains authority over significant advocacy positions or partnerships that may create material financial, operational, or reputational impact.
-

Procedures

1. **Delegated Authority**
 - The CEO may take timely action on advocacy matters or partnership requests that align with the Board-approved Advocacy Platform.
 - The CEO may sign letters of support, provide testimony, join coalitions, or otherwise represent the District's position within these approved parameters.
2. **Consultation Requirement**
 - For advocacy or partnership requests outside the adopted Advocacy Platform, the CEO shall consult with the Governance Committee Chair.
 - If the Governance Chair is unavailable, consultation shall occur with the Board Chair.
3. **Reporting and Transparency**
 - The CEO shall report all advocacy and partnership actions taken under this policy by:
 - a. Including a summary in the weekly CEO written report to the Board; and
 - b. Providing a formal update at the next regular Board meeting for entry into the minutes.
4. **Significant Issues**
 - If a matter involves endorsement of a ballot measure, a formal coalition agreement, or financial commitments beyond routine operational expenses, the CEO shall seek prior Board approval in open session, unless a special meeting cannot reasonably be convened.
5. **Annual Advocacy Platform**
 - The Governance Committee shall recommend, and the Board shall adopt, an annual Advocacy Platform at the beginning of each fiscal year.

- The Advocacy Platform shall set forth NIHD's priorities and positions on key legislative, regulatory, and community issues.
 - The CEO is empowered to act on any matter consistent with the adopted platform.
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Limitations

- The CEO and Board shall not engage in partisan political activities or endorse/oppose candidates for elective office in their official capacities or during working hours.
 - Advocacy actions must comply with all applicable laws, including state open meeting requirements and restrictions on public agency use of resources.
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Review Cycle

This policy shall be reviewed at least every three years by the Governance Committee and updated as needed.



NORTHERN INYO HEALTHCARE DISTRICT NON-CLINICAL POLICY AND PROCEDURE

Title: Officers and Committees of the Board of Directors		
Owner: Chief Executive Officer		Department: Administration
Scope: Board of Directors		
Date Last Modified: 06/24/2024	Last Review Date: 06/24/2024	Version: 2
Final Approval by: NIHD Board of Directors		Original Approval Date: 05/16/2018

PURPOSE: Describe the District officers and Board Committees and their duties.

POLICY:

1. The officers of the Northern Inyo Healthcare District (NIHD) Board of Directors (BOD) shall be a Chair, Vice Chair, Secretary, Treasurer, and Member at Large.
2. The Board of Directors may sit as a Committee of the Whole or as Task Force Committees as deemed appropriate.
3. The Chair of the Board shall appoint such Ad Hoc committees as may be deemed necessary or advisable by the Chair or by the BOD. The duties of an Ad Hoc committee shall be outlined at the time of appointment, and the committee shall be deemed dissolved when its final report has been made.
4. As provided in the BOD By-Laws, no committee so appointed shall have any power or authority to commit the BOD or the District in any manner unless the BOD directs the committee to act for and on its behalf by special vote.

PROCEDURE:

1. The Board of Directors at the December meeting of every calendar year shall choose the officers of the Board every year. Each officer shall hold office for one year or until a successor shall be elected and qualified or until the officer is otherwise disqualified to serve.
2. Any officer of the BOD may resign or be removed as a Board officer by the majority vote of the other Directors then in office at any regular or special meeting of the BOD. In the event of resignation or removal of an officer the BOD shall elect a successor to serve for the balance of that officer's unexpired term.
3. The **Chair** shall conduct the meetings of the BOD and shall act as the lead liaison between the BOD and District Management for communications and oversight in fulfilling the District's Mission, Vision and Values. The Chair shall have, subject to the advice and control of the BOD, general responsibility of the affairs of the District and shall discharge all other duties that shall be required of the Chair by the By-Laws of the BOD.
4. The **Vice Chair** shall in the event of absence or inability of the Chair, exercise all the powers and perform all the duties given to the Chair by the By-Laws of the District.
5. The **Secretary** shall act in this capacity for both the District and the BOD. In the absence or inability of the Chair and Vice Chair shall exercise all powers and perform all duties given to the Chair. Shall be responsible for seeing that all actions, proceedings and minutes of the meetings of the BOD are properly kept and are maintained at District Administrative offices. Shall perform such other duties as pertains to the office and as prescribed by the BOD and By-Laws of the BOD. The Secretary may delegate his/her duties to appropriate management personnel.
6. The **Treasurer** shall be responsible for the safekeeping and disbursement of the funds of the District in accordance with the provisions of the "Local Healthcare District Law: and in accordance with

resolutions, procedures and directions as the BOD may adopt. Shall perform such other duties as pertains to the office and as prescribed by the BOD and By-Laws of the BOD. The Treasurer may delegate his/her duties to appropriate management personnel.

7. The **Member at Large** shall have all the powers and duties of the Secretary in the absence of the Secretary, and shall perform such other duties as may from time to time be prescribed by the BOD and By-Laws of the BOD.
8. The duties of the **committees** shall be to develop and make policy recommendations to the BOD and to perform such other functions as shall be stated in the BOD By-Laws or in the resolution or motion creating the committee. The Chair with the approval of the BOD may appoint special or Ad Hoc committees as special circumstances warrant. Composition of the committee may consist of only Board members or they may include individuals not on the Board.

REFERENCES:

1. Northern Inyo Healthcare District Board of Directors By-Laws

RECORD RETENTION AND DESTRUCTION:

CROSS REFERENCED POLICIES AND PROCEDURES:

Supersedes: v.1 Officers and Committees of the Board of Directors
