

SECTION 6 BOARD RELATIONS AND COMMUNICATIONS

Board Relations with Staff.

Staff Support. The Executive Director/CEO will assign the staff necessary to provide clerical and administrative support for the Chair and Board Members.

Treat all Staff as Professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected.

Administrative and Operational Questions to be Directed to the Executive Director/CEO. Questions of agency staff and/or requests for additional information should generally be directed to the Executive Director/CEO or his/her designee. Materials supplied to a Board member in response to a request will be made available to all members of the Board so that all have equal access to information.

Direction to Staff and Requests for Information. Every effort should be made to avoid disrupting or interrupting staff while they are in meetings, on the phone, or engrossed in performing their job functions. All requests for information, preparation of reports or initiation of any project or study desired by Board Members must be directed to the Executive Director/CEO or his/her designee. Requests from Board Members cannot inhibit staff from performing their other obligations to C-TRAN. If requested, the Executive Director/CEO or her/his designee will provide an estimate of the time required to fulfill a request. Unless the information requested is of a personal, confidential, or incidental nature, all C-TRAN Board Members will receive the information pursuant to any Board Member request.

The Chair and Board Members will not contact or direct vendors, firms, businesses, or organizations under contract or subcontract to C-TRAN to take any action, prepare any significant report, or initiate any project or study without the approval of the Board.

Board Influence or Involvement in Administrative Functions. Board members must not attempt to interfere with or influence agency staff, including the Executive Director/CEO, in making appointments, awarding contracts, consultant selection, processing development actions, The Executive Director/CEO is directed to bring possible violations of this provision to the attention of the Chair or Vice-Chair.

Board Relations with One Another In Board Meetings. Use formal titles. Board should refer to one another formally during Board meetings as Chair, Board Member, Commissioner, Councilor, or Mayor followed by the individual's last name.

Practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a democracy in action.

Role of the Chair. It is the responsibility of the Chair or Vice-Chair to keep the comments and debate of the Board on track during Board meetings. Board members should honor efforts by the Chair to focus discussion on current agenda items.

Personal comments and actions. In the event a Board member is personally offended by the actions or remarks of the Chair or another Board Member, he or she should note the action or actual words used and call for a “point of personal privilege” that challenges the other Board member to justify the action or the language used.

Maintain Common Goal. The Board is comprised of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all Board members have chosen to serve in public office in order to preserve and protect the present and future of the community. Board meetings should be used to show how individuals with disparate points of view can find common ground and seek compromise designed to effectuate C-TRAN’s purpose and benefit the community as a whole.

SECTION 7 PUBLIC RECORDS

Public Record Defined. A public record is defined by RCW 42.56.010(3) and includes any document, book, paper, photograph, file, sound recording, machine readable electronic record, electronic communications, or other material, regardless of physical form or characteristics, made, received, filed or recorded in connection with the transaction of public business, whether or not confidential or restricted in use.

Electronic Records. All electronic records, including communications on electronic communications devices, have the same public records character as paper records. Any electronic communications that may be exempt from disclosure under state public records law should be clearly marked as confidential and exempt from disclosure. Electronic records in any way relating to the business of the agency created on electronic communication devices not owned or provided by the agency may also be subject review and disclosure under Washington law.

Retention. Public records created or received by Board members, including electronic communications, will be retained in accordance with Washington law.