

**LANE TRANSIT DISTRICT  
POLICIES AND GUIDELINES**



BOARD WORKING  
AGREEMENT & POLICY  
Policy Number: 100.10

**Tier I: Board of Directors**

Revision Date: [Click or tap here to enter text.](#)

Effective Date: June 14, 2004

File Location / Name:

**Scope: Defines the responsibilities and working relationship of Board members and the General Manager.**

Tier *	Affected Divisions / Departments/ Groups
Tier I:	<b>Lane Transit District Board of Directors</b>
Tier II:	All (LTD) - All LTD employees, temporary employees; contractors, and vendors.
	All Administrative Employees.
	All ATU Employees.
Tier III:	Multiple Divisions and/or Departments: <a href="#">Click or tap here to enter text.</a>
Tier IV:	Division or Department: <a href="#">Choose an item.</a>

*\* Tier – Tier I Board of Directors governance policies; Tier II operational policies are organizationally supported, governed, and enforced; Tier III standards and procedures are developed, governed, and enforced between specific divisions/departments and must adhere to Tier I requirements; Tier IV methods and instructions are developed, governed, and enforced within divisions/departments, but must adhere to Tier II and III requirements.*

**Revision History:**

Revision	Author / Editor	Description
00	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>

**Legal References:**

**Related Forms:**

**Related Policies:**

**APPROVAL:** Approved by the Board June 14, 2004;

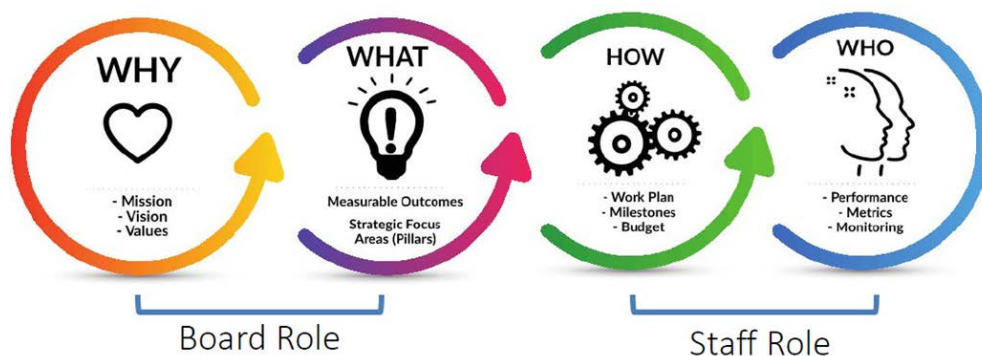
## LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

### 100.10.1 PURPOSE AND POLICY STATEMENT

The Board of Directors ("Board") is the governing body for Lane Transit District ("LTD" or the "District"). To effectively meet the District's challenges, the Board, General Manager, and LTD administration must function together as a leadership team. The Board and General Manager Working Agreement: (1) sets forth the respective duties of the Board and the General Manager; and (2) addresses how the Board and General Manager function together as an effective, cohesive leadership team.

The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability.

This working agreement supports the alignment of the Board/General Manager relationship and responsibilities with all five strategic areas of focus.



The Board of Directors hereby agrees and commits collectively and individually to follow operating protocols, adhering to all LTD policies and procedures:

### 100.10.2 APPLICABILITY

These rules apply to members of the LTD Board of Directors and the General Manager. LTD shall make this policy available to all LTD employees and members of the LTD Board of Directors.

### 100.10.3 ROLE OF THE BOARD

1. Set the long-term direction of the District through the mission, vision, goals, and priorities.
2. Focus on policymaking, planning, and evaluation.
3. Be accountable for the financial stewardship of the District, including aligning resources with goals and priorities, setting expectations, and monitoring progress.
4. Deliberate and make decisions in accordance with Public Meeting Law. Foster a positive, respectful Board environment.
5. Understand that as an individual, a Board member has no authority. It is when acting as a body that a majority of the Board has influence.
6. Supervise the hiring, performance evaluation, and other personnel management processes related to the General Manager.

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7. Respect the General Manager's responsibility to manage the day-to-day operations of the District and to direct employees in District matters.
8. Manage Board processes, including Working Agreements and Bylaws.
9. Set priorities for Board professional development annually, pursuing continuous improvement through a yearly Board retreat.
10. Adhere to standards of ethical conduct and professionalism, maintain confidentiality according to Oregon Revised Statute standards, particularly in executive session and administrative function sessions, including interactions with staff, elected officials and the community.
11. Commitment to work with the GM as a team, recognizing that the GM is the Board's advisor, and reciprocate team building.
12. Commitment to have periodic check-ins with the General Manager to maintain reciprocated relationship building. Either at the prescheduled weekly time that the General Manager has committed to the Board or an alternatively designated time/means of communication.
13. Board members may request items be added to the agenda at regular Board meetings, which are scheduled for the third Wednesday of each month. Agenda items approved by a majority of the Board will be added to a future meeting agenda.
- ~~14. Communicate with individual Board members concerns shared with the chair by other Board members regarding issues agreed to in the working agreements or group operating norms.~~
- ~~14. Be responsive to requests from Board members or the General Manager to engage in conversations intended to resolve concerns or problems and communicate respectfully, openly and honestly to find resolution.~~
15. Hold quarterly Board member working agreement check-ins with fellow Board members.

### **100.10.4      ROLE OF BOARD LEADERSHIP (PRESIDENT / VICE PRESIDENT)**

- ~~1. The Board president will manage the Board's processes and execute documents, as appropriate.~~
- ~~2. The Board president will serve as the authorized spokesperson for the Board with regard to Board policy, process, and decisions. The president may delegate this responsibility to other Board members and/or the General Manager.~~
- ~~3. The Board President will participate in the orientation of new Board members~~
- ~~4. Assist the General Manager in communicating important information to the full Board.~~
- ~~5. Keep Board members apprised of information exchanged with the General Manager. The president may delegate this responsibility to other Board members and/or the General Manager.~~
- ~~6. The Board president may delegate any of their duties to other Board officers or Board members if an officer is not available.~~

### **100.10.5      ROLE OF THE GENERAL MANAGER**

#### Statutory Responsibilities:

1. Have full charge of the acquisition, construction, maintenance and operation of the transit system of the District.

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2. Have full charge of the administration of the business affairs of the District.
3. Enforce all ordinances adopted by the Board.
4. Administer the personnel system adopted by the board and, except for officers appointed by the Board, appoint, discipline or remove all officers and employees.
5. Prepare and submit to the Board within 30 days after the end of each fiscal year a complete report of the finances and administrative activities of the District for that preceding fiscal year.
6. Keep the Board advised as to the needs of the District.
7. Prepare all plans and specifications for acquisition of equipment or construction of improvements or facilities for the district.
8. Cause to be installed and maintained a system of auditing and accounting which shows completely and at all times the financial condition of the district.
9. Devote the entire working time of the general manager to the business of the district.
10. Perform such other duties as the board requires by resolution.

Board Collaboration:

1. Manage the day-to-day operations of the District.
2. Work as a team with Board members.
3. Work with the Board to establish a clear vision for the District and affirm it annually.
4. Collaborate with the Board to set annual District goals.
5. Work with the president and vice president to effectively bring information and issues to the Board so that can make proactive data-driven decisions on policy.

**Strategic Business plan:**

The Strategic Business Plan includes organizational performance metrics, which are included in the General Managers performance evaluation. These metrics include Customer Satisfaction, Employee Engagement, Community Value, Financial Health, and Sustainability. Specific performance measures can be found in the General Managers employment contract.

**100.10.6 BOARD AND GENERAL MANAGER DIVISION OF DUTIES**

<b>Division of Duties</b>	
<b>Board Work</b>	<b>General Manager and Administrative Work</b>
Hire General Manager	Hire Staff
Set Goals & Vision (with help)	Turn Goals and Vision into Action
Adopt Policy	Develop Administrative Procedures
Set Budget	Plan Expenditures
Approve Contracts	Employee Relations
Monitor Progress	Report Progress
<b>What Needs Done</b>	<b>How to Do It</b>
<b>The Ends</b>	<b>The Means</b>

**100.10.7 BOARD COMMUNICATION WITH THE GENERAL PUBLIC AND LTD STAFF**

1. Understand that as an individual, a Board member has no authority. It is when acting as a body that a majority of the Board has influence.

**Commented [AC1]:** This section could use a revision to clean up the language and make it more consistent with the rest of the document. It speaks in first person and is more informal than the rest of the document.

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2. The Board is a single entity and therefore it can only have one voice. The Board should be united, not uniform. This does not and should not prevent Board members from disagreeing. Diverse opinions are expected of Board members.
3. When Board members are acting in their official capacity (representing LTD at a Board meeting, committee meeting, or event), remember that you are a representative of the Board and your communication is not necessarily your own opinion, but that of the Board as an entity.
4. As a private citizen, when you are not representing LTD in an official capacity, you have the right to free expression. Make clear that it is your opinion, and you are not speaking on behalf of the Board.
5. The public has a right to attend any public meeting, but the Public Meetings Law does not provide the public the right to participate. That said, most public entities provide an opportunity for the public to comment in the form of a 3-minute time for public comment. The president should ensure all comments are kept to the stated time, with the assistance of the vice president. The president may thank the individual for feedback, but generally this is not the time for Board members to engage in a dialogue with the individual. If Board members have questions following public comment, those questions can be directed to the General Manager for follow up.
6. Board requests of staff go through the General Manager.
7. Staff to Board communication goes through the General Manager.

### 100.10.8 EVALUATION OF BOARD OPERATIONAL PROCEDURES

1. Manage Board processes, including Working Agreements and Bylaws.
2. Participate in an annual self-assessment of the Board's performance. Specifically, evaluate Board actions, District projects, and allocation of District resources and how they align, or do not, with the mission, vision, goals and priorities established by the Board.

**Commented [AC2]:** It is not clear to whom this policy is addressed. Who is supposed to do these things?