

A. The Chairman Officer.

1. The Chairman Officer of the District shall preside over and lead all meetings of the District pursuant to the Brown Act, the District's Rules and Regulations, the District's established Policies and Procedures and California State Code.
2. The Chairman shall attend all meetings of the District, conduct and perform the day-to-day business of the District and maintain a record of all of its proceedings as required by law.
3. Regular meetings shall be called by the Chairman not less than once every three months. Regular and special meetings shall be called by the Chairman and conducted as prescribed by the Brown Act, Government Code, Chapter 9, Sections 54950-54963.
4. The Chairman shall prepare an agenda for each meeting and shall set as many matters for hearing as can be reasonably heard.
 - i. The agenda shall include those matters addressed to the District requiring its action on file with the Chairman Officer and all matters which have previously been set for Eastern Plumas Recreation District Rules and Regulations hearing at such meeting provided that the filing deadlines of Section 5.3(c) of these rules shall apply.
 - ii. The agenda shall list the name of the agenda item, a short 25 word description of the item, the date the item was placed on the agenda and the name of the Director requesting the item be placed on the agenda.
 - iii. The agenda shall include those matters addressed to the District requiring its action on file with the Chairman and all matters which have previously been set for hearing at such meeting provided that the filing deadlines of Section 5020.21 set forth in the Policy Handbook are met.
 - iv. Email the Agendas to the Board members and public requesting them within three (3) calendar days of the adjourned meeting.
 - v. Make any corrections to draft agenda as approved by the board and get them to the webmaster within three (3) days of the adjourned meeting.
 - vi. The agendas shall be posted by the Chairman with the assistance of the Vice Chair and Secretary in the following locations and periodicals and online:
 1. Portola Post Office
 2. Graeagle Post Office and Graeagle Store
 3. Chilcoot Post Office or Wiggins Trading Post

4. Feather River Publishing - Portola Reporter Community Events Calendar newspaper and online calendar at <http://www.plumasnews.com/events-calendar/>
 5. The Sierra Booster newspaper's Meetings Section
 6. The Eastern Plumas Recreation District website,
 7. The Plumas Ski Club's website???
5. Coordinate teleconferencing of meetings. Any Director who wishes to attend the meetings through teleconferencing must contact the Chairman seven (7) days prior to the meeting to insure proper posting and public notification of the meetings pursuant to the Brown Act. Can affect quorum of the board.
6. The Chairman Officer shall personally call and notify all Board members of the time set for any Special or Emergency Meeting. The notification shall not be via email or text messaging due to short time of notification.
7. The Chairman has the authority to act outside a meeting, in consultation with the Executive Officer and Legal Counsel, on procedural and administrative matters, such as staffing issues and agenda preparation, that cannot reasonably be deferred to the next Board meeting.
8. The Chairman's authority shall include the signing of contracts and claims for urgently needed goods and services if the Executive Officer (GM) is unavailable, provided adequate funding has been budgeted.
9. The Chairman shall oversee that accurate record of all financial receipts and disbursements in a three-ring binder.
10. The Chairman shall utilize appropriate banking facilities for the funds of the District as approved by the board.
11. Upon ratification by the Board, the Chairman has authority to appoint members to all subcommittees of the Board, including the authority to create special-purpose subcommittees not named in these Rules and Regulations.
12. In the event both the Chairman and the Vice-Chairman are absent from a District meeting at which a quorum is present, the voting members present may select one of themselves by majority vote to act as Chair pro tempore for that meeting.
13. The Chairman shall be responsible for conducting all protest hearings on behalf of the Board pursuant to Part 4 of Division 3 of Title 5 (commencing with section 57000) of the Government Code.

14. All notices, forms and other documents required to be filed with the Board on any proposal under Division 3, Title 5 (commencing with section 56000) of the Government Code shall be filed with the Chairman.
15. The Chairman shall maintain all the records of the District. Records of the District and they shall be on file in the District office or other approved locations where they may be publicly examined and inspected.
16. The Chairman shall attend all monthly meetings of the PCSDA and report their actions to the board at the next Regular Meeting.

B. The Vice Chairman Officer.

1. Vice Chairman of the District shall attend all meetings of the District,
2. The Vice Chairman shall assist the Chairman in conducting and performing the day-to-day business of the District.
3. The Vice Chairman shall assist the Chairman in preparing the agendas and maintaining a record of all of its proceedings as required by law.
4. In the event of the Chairman's absence or inability to act as the Chairman, the Vice Chairman shall have all the powers and duties of the Chairman.
5. The Vice Chairman shall attend the monthly meetings of the PCSDA in the absence of the Chairman and report their actions to the board at the next Regular Meeting.
6. The Vice Chairman shall assist the Chairman in overseeing and coordinating:
 - i. The District's Strategic Plan and annual update charette,
 - ii. The District's website and appointed webmaster,
 - iii. In keeping records in both hard copies, and, digitizing and storing the District's records on the District's computer.
 - iv. Make sure the District records are all properly posted to the District website.
 - v. Backup the Secretary during absences and take minutes,
 - vi. Keep, update, maintain and post to the website the Supporters and Donors Lists and all associated earmarking of funds donated.

C. Secretary Officer or Clerk of the Board.

In accordance with the Brown Act the Clerk of the Board or Secretary shall:

1. Keep and sign the minutes of all meetings of the District as provided for under the Public Records Act.
2. Use the same numbered and titled format as the agenda and sign the minutes after the board has approved them. An additional director as designated by the board shall also review and sign the approved minutes before they are posted to the District's website.
3. Maintain the tape and audio devices if used in accordance with the Brown Act and transcribe them into Draft format.
4. The Secretary shall back up all the District's computer documents monthly to an independent hard drive to preserve all District electronic records.
5. Email the draft, corrected and approved Minutes to the Board members within three (3) calendar days of the adjourned meeting.
6. Maintain all electronic and paper files including the draft, corrected and approved minutes as required under the Public Records Act.
7. Minutes in electronic format shall be delivered to the webmaster for posting to the District website within three (3) business days of the meeting.
8. A minimum of two (2) years of Regular, Special and Emergency and Standing Committee meetings of the District's shall be posted to the website.
9. Oversee that the Standing and Ad Hoc Committee minutes of meetings, all contracts, lease agreements, budgets and financial statements, bank statements, and audio recordings are delivered to the webmaster in a timely manner to be posted to the District's website.

10. File Corrected Agendas and Minutes with the Plumas County Clerk within seven (7) days of the adjourned meeting.
11. Conduct all the official correspondence of the District and Executive Board.
12. Notify Directors of any submitted proposed amendment items to the Rules and Regulations not less than thirty (30) days before the regular or special meeting at which the amendment will be voted upon.
13. Upon approval of any amendments to the Rules and Regulations or Policies and Procedures thereto, the Secretary shall provide a copy to be filed with the Clerk of Plumas County and maintained on file in the offices of the District. The Secretary shall also send the them to the Webmaster to be posted on the District's website in accordance those rules.

4. Treasurer.

The Treasurer shall submit an itemized written financial report at every regular and special meeting.

The Treasurer shall be responsible for the bank account and proper signatures need to do the District's business.

The Treasurer shall comply with the Financial and Expenditure Policies.