

## MISSION STATEMENT

IT SHALL BE THE MISSION OF THE SANTA MARGARITA CEMETERY DISTRICT TO PROVIDE COMPASSIONATE, PROFESSIONAL SERVICE AND CONTINUITY TO FAMILIES DURING DIFFICULT TIMES.

### Duties of the Board and Board Members

#### I. PURPOSE AND POLICY:

This policy establishes the responsibilities, duties, And limitations of the Board and individual Board Members.

#### II. POLICY ROLE:

This primary responsibility of the SMCD (Santa Margarita Cemetery District) Board of Trustees shall be the Formulation and evaluation of district policy.

Routine operation of the district shall be.

Delegated to the Senior Board Member and the other Members of the District staff, as appropriate.

III. PERSONAL CONDUCT:

Board members shall conduct themselves with dignity,  
Shall treat other Board Members and District Staff with  
Courtesy shall respect the rights of other Board members.  
To give opinions, listen attentively and respond.  
Appropriately in a professional manner, give priority.  
To the needs and best interests of the district.

IV. COMPLAINTS:

The needs of the districts' constituents should be the  
Top priority of the Board of Trustees. Trustees shall  
Review and discuss customer complaints at monthly  
Board Meetings. Responses to public concerns  
Should be sent to district's constituents on a timely  
Basis.

V. FOCUS ON ISSUES:

Board members shall focus on issues and not personalities,  
Respect different points of view, disagree without being  
Disagreeable, and once the Board has acted, support the  
Action of the Board.

## VI. INTERACTION WITH DISTRICT PERSONNEL:

If approached by District personnel concerning specific District policy, Trustees should direct employees to the Board Chair.

## VII. MEETING ATTENDANCE:

Members of the Board of Trustees are expected to Attend all regular and special meetings of the Board Unless there is good cause for the absence. Trustees Are also encouraged to participate and attend all Professional development and educational sessions When possible.

## VIII: TRAVEL REIMBURSEMENT:

Members of the Board of Trustees and Staff May receive their actual and necessary traveling. And incidental expenses incurred while on official Business other than a meeting of the Board as Authorized by the California Health and Safety Code and District Board policy #2014-01.

## IX: REGULAR MEETINGS:

District Board meetings are held on the First Tuesday Of each month beginning at 9:30 am at the Santa Margarita Senior Center. The address is 2210 H Street, Santa Margarita California

X: SPECIAL MEETINGS:

A special meeting of the Board may be called as needed  
By the Board Chair or by a majority of the Board. A written  
Notice of the special meeting, specifying the time and  
Place of the meeting and the business to be transacted  
Or discussed, shall be posted and delivered at least  
24 hours prior to the meeting for Board members.

The notice should be posted in a location accessible  
By the public.

XI: EMERGENCY MEETINGS:

In the case of an emergency requiring prompt  
Action due to the disruption or threatened disruption of  
Public facilities, the Board may hold an emergency meeting  
without Complying with either the 24-notice requirement or  
the 24-hour posting requirement for a special meeting.

XII: CLOSED SESSIONS:

Closed sessions of the Board of Trustees shall be held  
Only in cases where business of the Board meets the  
Criteria set forth in the Ralph M. Brown Act.

XIII: AGENDA:

Board meetings shall begin at the time stated on the

Agenda and shall be guided by the agenda. The Board Chair shall have the authority to change the order of the Agenda.

#### XVIII BOARD PREPARATION:

Board members shall thoroughly prepare themselves to Discuss agenda items. All materials pertaining to the Board Shall be provided to the district for distribution to all. Board members.

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#### XI EXECUTING DOCUMENTS:

Where otherwise required, the Board chair shall execute District documents on behalf of the Board of Trustees.

Word: SMCD BOARD BY LAWS

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