

2012

# CALIFORNIA RESOURCE CONSERVATION DISTRICT



## DIRECTORS' HANDBOOK

Produced by: California Department of Conservation  
Division of Land Resource Protection

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RCD boards consist of five, seven or nine directors as specified in section 9301(a) of Division 9. The number of directors can be changed through a resolution adopted by the majority of the board of directors. However, the change must be published at least once in a newspaper of general circulation within each county the district serves.

Section 9314 of Division 9 states that RCD directors serve four-year terms. Directors can either be elected in a general election or appointed by the county board of supervisors. In cases where the district is in more than one county, the board of supervisors that represent the largest portion of the RCD appoints the directors after conferring with the other counties. Both new and multiple term directors must qualify for office and take an oath of office upon election or appointment.

### ***Qualifications***

To qualify to serve as an RCD director, candidates must be a registered voter in the state. Candidates must also (1) reside within the district or (2) have two or more years of experience as an associate director of the RCD, or (3) be a designated agent of a resident landowner within the district. Suisun RCD and Grasslands RCD are exempt from the district residency requirement. Even if all qualifications are met, an individual cannot be a county supervisor and an RCD director simultaneously.

### ***Conflict of Interest***

As elected or appointed officials of a public agency, RCD directors must avoid conflicts of interest. Directors have a responsibility to disclose actual or potential conflicts before their appointment. The degree to which directors must disclose assets or

business interests in a conflict of interest statement varies by county; directors should check with their county clerk to determine reporting requirements. Many counties require directors to fill out a Conflict of Interest Form 400 annually as well as upon assuming office and upon leaving office.

Section 9304 of Division 9 states: “No director or other officer of the district shall be interested directly or indirectly in the sale of equipment, materials or services to the district.” Directors are prohibited from receiving any compensation for their work as a director. For example, being a director and an employee of the district at the same time is prohibited. To avoid potential conflicts of interest, it’s important to remember that directors cannot receive *any* financial benefits from the district. For example, a director who owns an equipment yard could not rent equipment to the district.

Division 9 does allow directors to be reimbursed for travel expenses to and from meetings. The board should establish reimbursement amounts in a district travel policy.

### *Vacancies*

To ensure that districts retain experienced directors at all times, RCD directors are divided into two approximately equal



classes. Since boards consist of an odd number of directors (five, seven, or nine), one class will have fewer directors. Every other year one of the classes of directors will be up for reelection or appointment. The four-year terms terminate at noon on the last Friday in November of the second even-numbered