Regional Transportation District

Our mission:

To meet our constituents' present and future public transit needs by offering safe, clean, reliable, courteous, accessible and cost-effective service throughout the District

Memorandum

To: 2014 Newly Elected Board Members

From: Paula Perdue, Executive Director to the Board

Date: July 22, 2014

Subject: Re: Highlights-What you need to know as a RTD Board Member

You are being provided with a Board Governance Manual which provides key detailed information and policies on things you will need to know to be effective as a RTD Board member. These highlights are provided to you as a synopsis of some of the frequently asked questions or issues that you will need to know immediately:

- Board members duties and responsibilities as the policy makers of RTD are defined in the RTD Act which is included in this resource manual along with a copy of the signed Bylaws that describes the standing committees and meeting structure.

- Board members are subject to the Open Meetings/Open Records Act (referred to as Sunshine Act in many states)—this means that any meeting where **three** or more Board members are together, this meeting must be noticed, posted and recorded and is open to the public.

- It takes the affirmative vote of eight (8) for any Board action to pass. The exception is with fixed guide way which requires the affirmative action of two-thirds of the Board or a vote of 10.

- Amendment 41: Ethics in Government (now referred to as SB 29 of the State Constitution)—while this amendment is still unclear relevant to its application to elected Board members, per legal counsel advice, Board members should refrain from accepting anything of value from other than personal friends and family including meals with a value of $50 or more. Board members should use your own expense funds which are reimbursable with proper receipt.

- Beginning in 2009, Board members elected in November will receive a salary of $12,000 annually. This is per legislation approval in 2008.

- Board Members are provided with an annual travel budget of $6000 and a local expense budget of $4000.

- Board members should submit your local expense reimbursement form monthly along with appropriate receipts but no later than 90 days from the point of incurrence. Travel forms should be submitted within two weeks of travel for reimbursement but no later than

one month following the date of travel. (Pls. refer to your travel and local reimbursement policy for what items are reimbursable).

- Board members are allowed an initial telecommunications (home office) setup fee of $700. This may include a cell phone, high-speed internet, fax machine, personal digital assistant device (PDA) such as a Blackberry or Smartphone and installation of high- speed internet. Directors will have the option to purchase the equipment or utilize RTD owned equipment. Equipment purchased by Directors and reimbursed as part of the initial $700 set up fee will be considered RTD property subject to RTD rules for use and handling of RTD equipment.

- Board members will be reimbursed up to $140 for monthly service charges and up to $55 for directors using their own equipment (proof of purchase required)to conduct RTD business.

- The official Board master calendar will come out the first of the year. However, please plan on committee and Board meetings every Tuesday night unless a conflict. Generally, meetings are moved to Thursday night when a conflict occurs. Meetings are scheduled from 5:30-8:00 p.m. but the actual time depends on the business matters being discussed.

- All committees, with the exception of the GM Oversight and Performance Management Committee, are committees of the whole. This means all Board members are voting members of the committee. There is a quorum of five. Board members may participate (vote) in a Committee meeting remotely (via phone) but must be present to participate (vote) in the formal Board meeting.

- The Board follows Robert's Rules for Parliamentarian Procedures. Acquiring an understanding of the basic parliamentarian procedures as well as understanding of meeting protocols, is a great tool for your Board member toolkit.

- GMR is the preferred process used to request responses from staff on constituent or Board member issues (see sample)

- Board staff supports all fifteen of the Directors and are available to help you with your needs. However, we do not have necessary bandwidth or resources to provide dedicated staff support.