

Board Meetings

Quick Reference Sheet

This resource is not intended to encompass all items or matters that will arise in a board meeting. It should serve as a general, basic guide only.

Requires Vote

- Previous Minutes
- Timesheets w/ completed leave summary, Payroll Worksheets, and Leave Requests
- Accounts Payable, Claims, and Financial Reports
- Cost-share
- Entering Executive Session
- Policy Change
- Longevity Payments
- Tabling an Agenda Item

Can It Be Discussed in Closed (Executive) Session?

Topics allowed to be discussed in Executive Session are extremely limited. Executive Sessions must always be listed on the agenda and provide specific information regarding what will be discussed in the session.

No separate minutes are taken in an Executive session; those present and start/stop times are listed in the regular minutes; all motions and votes must take place in open session.

- Personnel Decisions (performance evaluations, hiring/firing, promotion/demotion, local salary/bonus)
- Legal Actions
- Real Estate Transactions
- USDA/NRCS Conservation Plans (when discussing landowner names, conservation practices, plans or location)

When Should I Abstain From Voting?

- When the issue could provide monetary benefit to yourself or an immediate family member.
- When a relative to the fourth degree* is under consideration for employment, and if the relative is hired must abstain from all personnel discussions and decisions.
- When there is any conflict of interest real or perceived.

**Fourth degree relations include first cousins, great aunt/uncle, grandniece/nephew, great-great grandchildren or great-great grandparents of individual or spouse. Charts of relation degrees are available in the Conservation District Handbook.*

Required in Meeting Minutes, Vote Not Needed

- Meeting Start Time
- Those in Attendance (directors, staff, guests)
- Staff reports (can be included as an exhibit attachment)
- Oaths of Office for directors' new term
- Topics of discussion on which no action was taken; minutes should reflect a resolution – either tabled, acted on, or discussed with no action needed
- Exiting Executive Session (minutes must include a statement with the time the session ended)
- Adjournment (minutes must include the time the meeting was adjourned)

Required to Review Annually, Requires a Vote

- Budget Request
- Joint Plan of Operations
- Annual Report
- Schedule of Meetings
- NRCS Local Operational Agreement
- All Memorandums of Understanding (MOU) or Cooperative Working Agreements
- Individual Employee's Performance
- Audit or Compilation and Net Worth Statement
- Election Process and Recommendation for Appointment
- Officer Election

Recommended to Review Annually, Requires a Vote

- Authorized users of all Bank Accounts
- Lease agreements
- Retail products and rental equipment policies, contracts, and prices
- Local Work Group members and findings
- Leave policy, including office closure due to unsafe working conditions, and director contacts for employees
- Any other locally established policies that govern the operation or management of the district