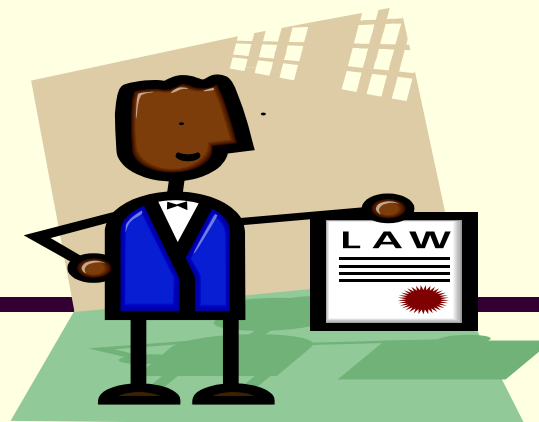


Conservation Leadership – Developing Strong District Supervisors

UACD's Goals and
Participation in NACD
Accreditation Program

CD Governance & Accountability

Part 1



Fiduciary Responsibility

- The fiduciary duty is a legal relationship between two or more parties (most commonly a “fiduciary” or “trustee” and a “principal” or “beneficiary”).
- The fiduciary relationship is highlighted by good faith, loyalty and trust.
- It is a fiduciary duty to recognize potential conflicts of interest and avoid anything that could even appear as a conflict of interest.



Fiduciary Relationship Examples

<u>Fiduciary/Trustee</u>	<u>Principal/Beneficiary</u>
District Board Member	Constituents/Tax payers District employees Legislators
Association Officer	Members
Manager	Supervisors Employees
Parent	Children

Confidentiality & Conflict of Interest

- To ensure confidentiality:
 - Be aware that it is your responsibility to protect confidential information revealed during discussions, proposals, or negotiations



- To address actual or potential conflicts of interest:
 - An elected official must publicly declare a conflict of interest prior to discussion, recommendation, vote or other official action on an issue.
 - The declaration must be recorded in the minutes.
 - The supervisor with the conflict of interest may choose to refrain from participating in discussion and official action.

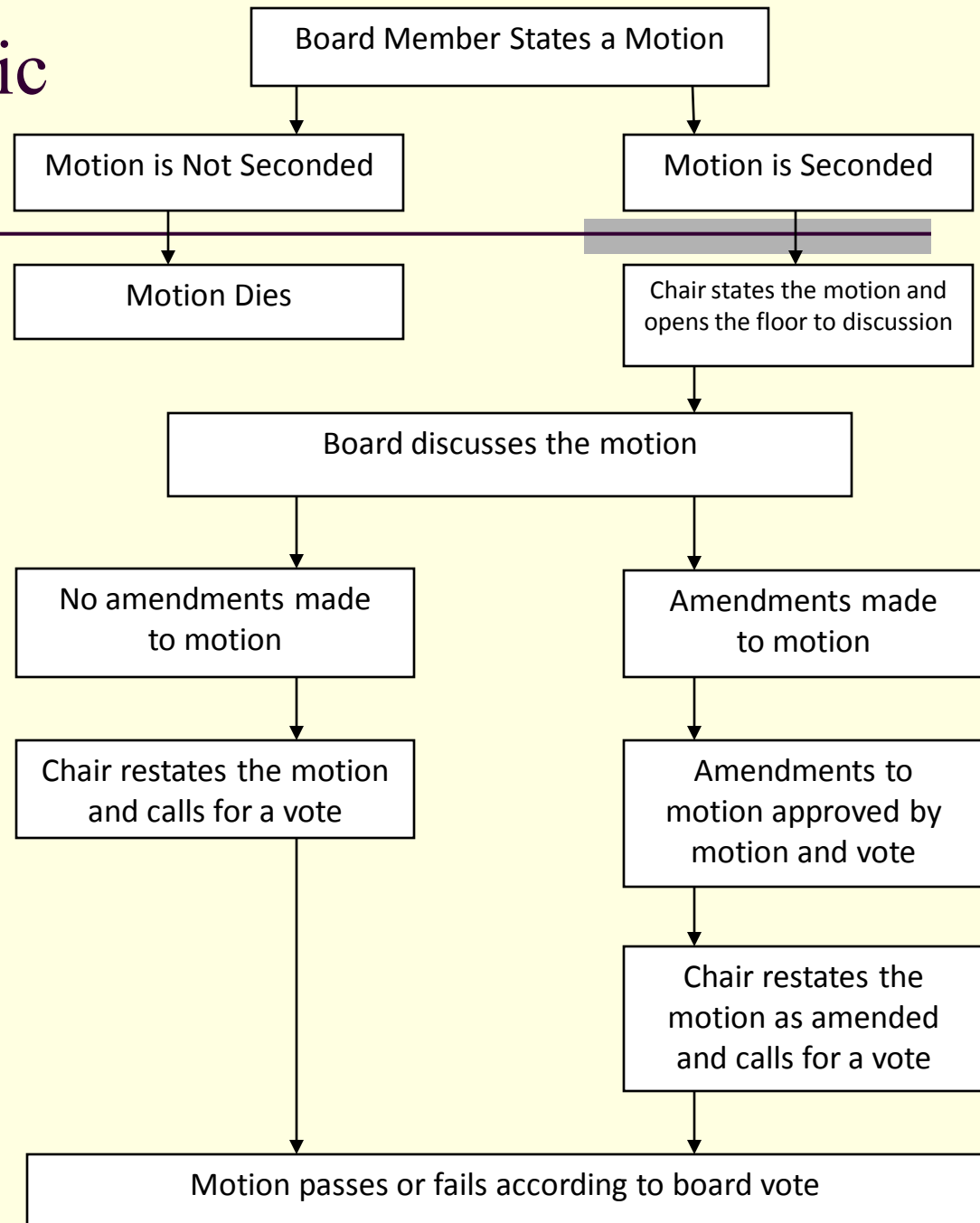
What Districts Expect from Employees

- Teamwork and excellence
- Professional conduct
- Loyalty and ethical behavior
- Cost consciousness
- Attendance and punctuality
- Appropriate personal appearance



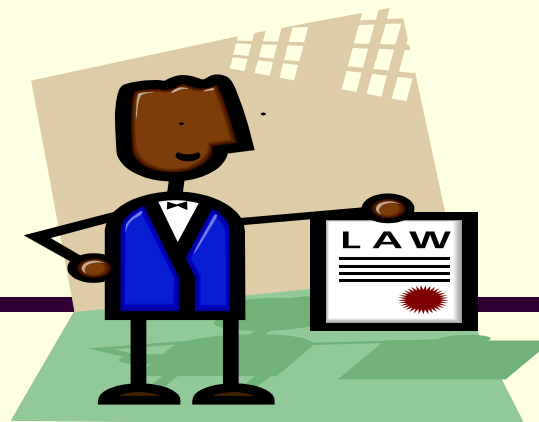
Conducting Public Meetings

- It is recommended that districts adopt and follow procedures for conducting meetings, particularly regarding official action by the board.
- Many districts find that using Robert's Rules of Order (or a modified version) is useful for conducting meetings.
- A sample District Meeting Motion Policy is shown at right.



CD Governance & Accountability

Part 2



Personnel Policy

Utah Code requires:

- Districts with full or part-time employees to have a policy.
- Small districts (annual revenues less than \$50,000) without full or part-time employees do not need a policy.

A personnel policy should consider:

- vacation, sick leave and holidays
- reimbursement of expenses such as mileage, meals and lodging while traveling
- grievance process
- work hours, approval of leave and overtime pay
- reporting of accidents
- sexual harassment
- illegal drugs



Expanding Our Influence: Building Legislative Relationships

Hicken Conservation Leadership Initiative

NACD Resolutions Process

□ Origin & Submission of Resolutions

- In accordance with Section 13.20 of the *NACD Bylaws*, to be considered at an Annual Meeting any State Association or Region may file with the CEO of NACD, at least 30 days before the annual meeting of the Board of Directors, a copy of any resolution adopted at any annual or special meeting of such State Association or Region, which it wishes to have considered during the next Annual Meeting of the National Association.
- Resolutions submitted to the Board of Directors shall:
 - Be concerned with the conservation, development or management of natural resources;
 - Be of national or significant regional scope;
 - Propose new policy, alter existing policy, or reaffirm existing policy; and
 - Be written in brief and concise form (without “whereas”, etc.) and present the problem or issue and the action desired.

National Legislative Process

Following is a very simple explanation of how a bill becomes a law:

- Introduction – Anyone can write a bill but only a member of Congress (House or Senate) can introduce the bill for consideration.
- Committee Consideration – All bills and resolutions are “referred” to one or more House or Senate committees according to their specific rules.
- Committee Action – The Committee considers the bill in detail. If they approve the bill, it moves on in the legislative process. Bills that fail to get committee action are said to have “died in committee.”
- Subcommittee Review – The committee sends some bills to a subcommittee for further study and public hearings.
- Mark Up – If the subcommittee decides to recommend a bill back to the full committee for approval, they make first make changes or amendments to it.
- Committee Action – Reporting a Bill – The full committee now reviews the deliberations and recommendations of the subcommittee. If the bill is to go forward, the full committee prepares and votes on its final recommendations to the House or Senate.
- Publication of Committee Report – Once a bill has been reported, a report about the bill is written and published. The report includes the purpose of the bill, its impact on existing laws, budgetary considerations and any new taxes that will be required by the bill.

National Legislative Process cont'd

- Floor Action – Legislative Calendar – The bill will now be placed on the legislative calendar of the House or Senate and scheduled for “floor action” or debate before the full membership.
- Debate – Debate for and against the bill proceeds according to the rules of the House or Senate.
- Voting – Once debate has ended and any amendments to the bill have been approved, the full membership will vote for or against the bill.
- Bill Referred to Other Chamber – Bill approved by one “chamber” of Congress (House or Senate) are now sent to the other chamber where they will follow the same track of committee to debate to vote. The other chamber may approve, reject, ignore, or amend the bill.
- Conference Committee – If the second chamber to consider a bill changes it significantly, a “conference committee” made up of members of both chambers will be formed. They work to reconcile differences. If they cannot agree, the bill dies. If they agree on a compromise version of the bill they prepare a report detailing the changes. Both the House and Senate must approve the report or it will be sent back for further work.
- Final Action – Enrollment – Once both the House and Senate have approved the bill, it becomes “enrolled” and is sent to the President of the United States. The president may sign the bill into law. If opposed, he can veto it.
- Overriding the Veto – Congress can attempt to override the veto of a bill and force it into law, but this requires a 2/3 vote by a quorum of members of both the House and Senate.

All information for the National Legislative Process came from and can be found at <http://usgovinfo.about.com>.