

MEETING PROCEDURES FOR LARGE BOARDS¹

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To be effective and efficient, a Mosquito Abatement District Board, consisting of over six or so members, must adopt procedures which enable it to fulfill its responsibilities in a minimum of time. My remarks will describe procedures followed by the Orange County Mosquito Abatement District Board of Trustees, consisting of 25 members, the largest of any District in the State of California, perhaps in the United States.

Time is a valuable commodity to each Board Member. They donate their time without compensation as a public service to their community. They are appointed to the Board because they are important citizens who will carry out their trust in the best interest of the public. Our Board meets one afternoon each month and completes its business within 90 minutes.

The four basic essentials for our Board meetings are an adequate but comfortable conference room, refreshments, advance information in detail on the business to be transacted, and reports and recommendations by special committees of the Board. By tradition, started 18 years ago, refreshments consist of "coffee and donuts" with each member donating 25 cents to cover the expenses. Advance information is provided each member by an agenda containing facts, figures, recommendations and reports prepared by the District Manager and mailed one week prior to the meeting. Special committees, consisting of three or four Board members, either meet prior to the meeting or the Chairman contacts each member by phone or letter.

The agenda is defined as a list of things to be done or matters to be brought before a Board. We believe that each item on the agenda shall be a condensed report representing the facts on what, why, when, where, who, and how much does it cost. The objective of the agenda

¹Presented as part of a Panel Discussion on Board Meeting Procedures before the Trustees and Commissioners Session of the 22nd Annual Meeting of the American Mosquito Control Association held March 6-9, 1966 at Atlanta, Georgia.

is to answer, prior to the meeting, every conceivable question that may occur to any Board member. With 25 members, much time can be lost and confusion created if the facts are not available in writing to each member at the meeting.

The format for a typical Board meet-

ing agenda can be standardized but the content varies with both the fiscal and biological cycles. Except for routine business, each month's agenda is different. I was surprised at the length of the list of items which require Board action either monthly, annually or just occasionally.

Items Requiring Board Action	Occurrence
<i>I—Functioning of the Board Itself</i>	
1. Approval of Minutes	Monthly
2. Recognizing new appointments to the Board	January & occasionally
3. Election of Officers	January
4. Appointment of Committees	February & as needed
<i>II—Financing the Program</i>	
1. Budget Approval	June
2. Obtaining the Funds	July
3. Budget Control	Monthly
4. Approval of Claims	Monthly
5. Auditing	Quarterly
6. Legally required Audit Reports	July
<i>III—Protection of the District</i>	
1. Public Liability Insurance	December
2. Fire, Burglary, etc. Insurance	January
3. Workmen's Compensation Insurance	July
<i>IV—Execution of the District Program</i>	
1. Employment of District Manager	Infrequently
2. Acquisition of land, facilities & equipment	Occasionally
3. Set policy on program, objectives	Annually
4. Set policy on personnel, purchasing, etc.	Occasionally
5. Approve annexation procedures	Occasionally
6. Conduct hearings and abatement procedures	Occasionally
7. Evaluate program progress and efficiency	Annually
<i>V—Keeping Informed on Mosquito Control Technology</i>	
1. Manager's Reports on District program	
2. Technical Publications	
(a) "Vector Views" by our State Dept. of Public Health	
(b) <i>Pest Control Magazine</i>	
(c) C.M.C.A. Year Book and Reports	
(d) C.M.C.A. Annual Proceedings	
(e) A.M.C.A. <i>Mosquito News</i> and other reports	
3. Attending Regional and State Meetings of C.M.C.A.	
4. Attending National Meetings, such as this one	
<i>VI—Providing Public Education and Relations</i>	
1. Reports to governing bodies which appoint Board Members	
(a) by filing copy of minutes of each meeting	
(b) by transmitting Annual and Special Reports	
(c) by personal contacts and appearances	
2. Board Policies to State Legislators	
(a) for protection or improvement of state laws and regulations affecting mosquito control programs	
(b) in support of funds and authority for state-wide research programs	

For briefness, I have separated these items into types of things to be done by the Board and have indicated the frequency or month of the year they usually occur in Orange County.

In preparing the agenda for each meeting, the items to be considered by the Board usually fall within the following categories of our standardized agenda format.

Agenda Format

1. Roll Call and Introductions
2. Approval of Minutes
3. Correspondence, membership changes, elections
4. Finance Committee Report and Recommendations
 - (a) on Monthly Finance Report for Budget Control
 - (b) on Payment of Claims
 - (c) on Quarterly and Annual Audit Reports
5. Special Committee Reports and Recommendations

- (a) Budget Committee
- (b) Insurance Committee
- (c) Property Acquisition and Improvements Committee
- (d) Vehicle Committee
- (e) Personnel Regulations and Benefits Committee
- (f) Legislative Committee
6. Call for Review and Award of Bids
7. Authorization to attend meetings
8. Reports by Board Members on meetings attended, etc.
9. Other business
10. Manager's Report on District activities
 - (a) written summary of operations and statistical reports
 - (b) slide talk on current operations and control problems

In conclusion, I wish to emphasize that a complete agenda, mailed to each member one week in advance, will permit a large Board to effectively carry out its responsibilities to the public in a minimum of time.