

TIBURON FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS HANDBOOK

ARTICLE I. Basis of Authority

- A. The Fire Protection District Law of 1987 is the foundation cornerstone of a fire protection district in the State of California and is found under the California Health and Safety Code beginning with Section 13800. The Board of Directors is the legislative body that governs the District. The Board conducts the business of the District. Apart from his/her normal function as one member of this body, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure. The Board sets long term goals and objectives for the District, oversees and approves all financial matters and budgets and takes governance action by motion, resolution and ordinance. The Board hire, fires, supervises and evaluates the Fire Chief as the manager of the District.
- B. Directors are elected at-large to serve a term of four years. Elections are staggered at two-year intervals. Directors do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
- C. Pursuant to Health and Safety Code Section 13852 and Government Code Section 1789, the District Board may fill any vacancy in the office of a member elected to the District Board either by appointment or by calling an election within 60 days of the date the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later. The term "vacancy" is defined in Government Code Section 1770. It is important to note that the fact that not enough candidates have filed declarations of candidacy for open seats on the District Board is not considered a "vacancy". How long a person appointed will hold office depends upon when the vacancy occurred, as set forth in Government Code Section 1770.
- D. The Board of Directors may act only at a legal meeting, which is defined as any gathering of a quorum of the Board where District business is transacted or discussed, formally or informally, that is held in compliance with the Brown Act.
- E. The Board can take action by motion, resolution or ordinance.
- F. The functions of the Board of Directors are as follows:
 - 1) The Board shall formulate and evaluate policy for the District. All policies and amendments must be written and part of the record.

- 2) Provide the Chief direction in the form of written goals and objectives for the District on a long term and year to year basis and provide the Chief an annual written review of his/her performance toward the goals and objectives.
- 3) Maintain the District organization by authorizing the hiring and firing of personnel according to the recommendations of the Chief and within the parameters of the projected finances and approved budgets of the District.
- 4) Directors do not participate in or interfere with District operations or day-to-day activities, which are under the responsibility and authority of the Chief.
- 5) Set, approve and oversee District finances and budget. The Board monitors the progress of the budget, approves payment of monthly bills, monitors the balance sheets for all accounts and develops long range budget planning guidelines so that a preliminary budget is developed and reviewed by June and finalized in July and sent to the County of Marin prior to September 1 of each year.
- 6) The Board hires outside consultants, as needed and approved by motion, including the annual selection of an independent auditor. Members of the Board shall be selected individually or as ad hoc committees to monitor the work of the consultants and report monthly on their activities to the full Board.
- 7) District management insurance covers only Directors acting within the parameters of this Board handbook, within the limits of law and within the scope of specified duties.
- 8) Take such actions as authorized or permitted under the Fire Protection District Law of 1987, as currently written, or as, from time-to-time, amended.

ARTICLE II. Operational Guidelines

The Board of Directors of the Tiburon Fire Protection District strives to provide leadership that results in the provision of demonstrably highest quality of service to its constituents. The behavior between and among members of the Board of Directors shall be governed by the following rules, procedures and considerations:

- A. Customer service, both in fact and in perception, and meeting the needs of the District's constituents are priorities of the Board.

- B. Differing viewpoints are healthy in the decision-making process and should be encouraged. Once majority Board action is approved, all Directors should commit to supporting said action and not create barriers to the implementation of said action(s).
- C. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- D. An individual Director has no authority to act or make promises on behalf of the Board of the District without prior agreement of the majority of the Board.
- E. Directors should practice the following procedures:
 - 1) In seeking clarification on information items, individual Directors may consult the Fire Chief directly to obtain information needed to supplement, upgrade or enhance their knowledge to improve decision making.
 - 2) In presenting items for discussion at Board meetings, Directors shall follow the guidelines established in Article IX, Board Meeting Agenda.
 - 3) In seeking clarification of policy-related concerns, especially those involving finances, personnel, legal action, land acquisition and development, said concerns should be referred directly to the Fire Chief.
- F. If approached by District personnel concerning specific District policies, procedures or actions taken by the Board, Directors must instruct said personnel to follow the established chain of command, and direct inquiries to their immediate supervisor. Complaints of discrimination, harassment and/or retaliation may be brought directly to the Fire Chief and/or the District Board, in accordance with Administrative Policies Nos. 119 and 120.
- G. When responding to constituent requests, concerns, and/or complaints, Directors should be courteous, responding to individuals in a positive manner. Specific operational questions should be routed to the Fire Chief for follow-up with the concerned party.
- H. Directors should develop a working relationship with the Fire Chief wherein current issues, concerns and district projects can be discussed comfortably and openly.

ARTICLE III. Board Officers

- A. The officers of the Board will be President, Vice President and Secretary. The officers shall be elected by a majority of the Board at the December meeting. It shall be the intent of the Board to annually rotate Directors through the chairs beginning at the position of Secretary.
- B. The President of the Board of Directors shall serve as chairperson at all meetings of the Board. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The Duties of the President are as follows:

- 1) Call the meeting to order at the appointed time.
- 2) Announce the business to come before the Board of Directors in its proper order.
- 3) Enforce the Board of Directors policies and rules with respect to the order of business and the conduct of meetings.
- 4) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
- 5) Explain what the effect of a motion would be if it is not clear to every member of the Board of Directors.
- 6) Restrict discussion to the question when a motion is before the Board of Directors.
- 7) Rule on parliamentary procedure.
- 8) Put motions to a vote, and state clearly the results of the vote.

The Responsibilities of the President are as follows:

- 1) Sign all instruments, acts, and carry out stated requirements and the will of the Board of Directors.

- 2) Consult with the Fire Chief on the preparation of the Board of Directors agendas. In addition, any Director shall have the right to place any matter on the agenda for any meeting in accordance with the provisions of Article IX, Board Meeting Agenda.
 - 3) Appoint and disband all committees, subject to Board of Directors approval.
 - 4) Call such meetings of the Board of Directors, as they may deem necessary, giving notice as prescribed by law.
 - 5) Confer with the Fire Chief and/or District Counsel on crucial matters which may occur between Board of Directors meetings.
 - 6) Be responsible for the orderly conduct of all Board of Directors meetings.
 - 7) Act as spokesperson for the Board of Directors.
 - 8) Other duties as authorized by the Board of Directors.
- C. In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the Board Secretary shall preside.
- D. The President of the Board will prepare and submit District goals and objectives for the coming year for review by the Directors at their regular January meeting of the Board. All Directors may submit written recommendations to the President for discussion prior to Board approval of the goals.
- E. Neither the President nor any individual shall speak on behalf of the Board to District personnel, the public or the press without the majority approval of the Board. The Fire Chief or his/her designate shall act as District Public Information Officer regarding operational procedures.
- F. The Board Secretary shall attend all regular and special meetings and keep permanent record of topics discussed and actions taken at each meeting. In his/her absence at a meeting, the President may designate another Director to record the minutes of that meeting. A District staff member may be appointed to assist the Board Secretary with taking and transcribing the minutes in which case the minutes will be reviewed by the Secretary and the Chief prior to going to the full Board for final approval.

ARTICLE IV. Members of the Board of Directors

- A. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from the Fire Chief or exchanged between Directors before meetings.
 - 1) Information that is requested from the Chief by an individual Director before meetings shall be distributed by the Chief simultaneously to all Directors.
 - 2) Board members may add an item to the agenda by submitting said item to the Chief per requirements stated in Article IX, Paragraph A.
- B. Directors shall defer to the Chairperson for conduct of the meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- C. Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only during the meeting when that item is discussed (including, if desired, a position or abstention or dissenting vote).
- D. Individual Directors shall not request substantive information and/or research from the Fire Chief or staff without prior consensus of the Board.
- E. The District shall defend and indemnify Directors from any claim, liability or demand that arises out of acts or omissions of a Director within the course and scope of his/her duties or responsibilities as a Director of the District.

ARTICLE V. Attendance at Meetings

- A. Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- B. A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except when prevented by sickness, or when absent from the state as authorized by the Board of Directors. A vacancy shall also occur on the happening of any of the events set forth in Government Code Section 1770, as currently written or as amended from time-to-time.

ARTICLE VI. Remuneration and Reimbursement

- A. Members of the Board of Directors shall receive a monthly "Director's Fee," the amount of which shall be annually established by the Board at its regular July meeting.
- B. Members of the Board of Directors will be reimbursed for all actual expenses incurred in the performance of official business of the District when so authorized by the majority of the Board.

ARTICLE VII. Committees of the Board

- A. Ad hoc committees comprised of less than a quorum of the Board shall be established as may be deemed necessary by the Board. Selection of committee members shall be agreed on by the members of the Board based on a Director's interest and expertise in that area. When more than two Directors volunteer for a committee, a majority vote of the Board shall determine who will serve. The duties of the ad hoc committee shall be outlined when formed, and the committee shall be considered dissolved when its final report has been made to the entire Board.
- B. The following shall be standing committees of the Board, subject to the Ralph M. Brown Act (California Government Code Section 54950 et seq.):
 - 1) Finance Committee. The Finance Committee shall be concerned with the financial management of the District, including monitoring budget and major expenditures with the Chief. He/she shall present a monthly report to the full Board.
 - 2) The Board President shall publicly announce the members of the standing committee for the ensuing year no later than the regular meeting in January.

ARTICLE VIII. Board Meetings

- A. Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 6:30 p.m. at the District Headquarters Fire Station, 1679 Tiburon Blvd., Tiburon, CA. The date, time and place of regular

Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

- B. Special meetings (non-emergency) of the Board of Directors may be called by the President of the Board, or by a majority of the Board of Directors. Special meetings will be noticed and held in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq.
- C. Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an Emergency Special Meeting without complying with the twenty-four (24) hour notice required in B.1 above. "Emergency situation" is defined in California Government Code Section 54956.5. Emergency Meetings will be noticed and held in compliance with the Ralph M. Brown Act, including, but not limited to California Government Code Section 54956.5.
- D. Adjourned Meetings. A majority vote by the Board of Directors may terminate any regular or special Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that when no Directors are present at any regular or adjourned meeting, the Fire Chief may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in B.2 above.
- E. Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting, the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.
- F. The President of the meetings described herein shall determine the order in which the Board shall consider agenda items for discussion and/or action.
- G. The President and The Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are accessible and functional.

ARTICLE IX. Board Meeting Agenda

- A. The Fire Chief, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may

call the Chief and request an item to be placed on the agenda no later than 5:00 p.m. on the Thursday prior to the regular meeting or forty-eight (48) hours prior to a special meeting.

- B. Only District business shall be placed on the agenda of a regularly scheduled meeting of the Board of Directors.
- C. Members of the public may request an item to be included in the agenda of a regularly scheduled Board meeting, subject to the following criteria:
 - 1) The request must be in writing and submitted to the Fire Chief together with supporting documents and information, if any, at least six (6) days prior to the date of the meeting.
 - 2) The Fire Chief, in consultation with the Board President, shall be the judge of whether the public request is or is not a "matter directly related to District business."
 - 3) The Board President has the ultimate discretion to decide whether or not to place any particular item on a Board agenda, even if the item is determined to be a "matter directly related to District business." If the Board President declines to place the requested item on the agenda, the member of the public may renew his/her request to the entire Board during the open expression portion of a Board meeting. At that time, the Board can vote on whether or not the item should be added to a future Board agenda and direct the Fire Chief accordingly.
 - 4) No matter, which the Board may lawfully discuss in a Closed Session, may be placed on the agenda of the open meeting at the request of the public.
- D. This policy does not prevent the Board from taking testimony at regular and special meetings during the Public Comments portion of the meeting on matters which are not on the Agenda, but which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.
- E. At least forty-eight (48) hours prior to the time of all regular meetings, an Agenda, which includes, but is not limited to, all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at both District fire stations.

- 1) The Agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

ARTICLE X. Board Meeting Conduct

- A. Meetings of the Board of Directors shall be conducted by the President or other Board Officer if the President is absent in a manner consistent with the policies of the District.
- B. All Board meetings shall commence at the time stated on the Agenda and shall be guided by it.
- C. The conduct of the meetings shall, to the fullest possible extent, enable Directors to:
 - 1) Consider issues to be solved, weigh evidence related thereto, and make appropriate decisions intended to resolve the issue.
 - 2) Receive, consider and take any needed action with respect to reports of District operation.
- D. Provisions for permitting any individual or group to address the Board concerning any item on the Agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:
 - 1) Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.
 - 2) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that persons' privilege of address.

ARTICLE XI. Board Actions and Decisions

- A. Actions by the Board of Directors include but are not limited to the following:
 - 1) Adoption or rejection of regulations or policies
 - 2) Adoption or rejection of a resolution

- 3) Adoption or rejection of an ordinance
 - 4) Approval or rejection of any contract or expenditure
 - 5) Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel
 - 6) Approval or disapproval of matters, which require or may require the District or its employees to take action and/or provide services
- B. Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represents a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective. This policy applies as well to abstentions from voting. A member abstaining in a vote is considered as absent for that vote.
- C. The Board may give directions, which are not formal action. Directions do not require formal procedural process, but should be included in the minutes. Such directions include the Board's directives and instructions to the Fire Chief.
- 1) The President or other Board Officer if the Present is absent shall determine by a consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote shall be taken.
 - 2) A formal motion may be made to place a disputed directive on a future Agenda for Board consideration, or to take some other action (such as refer the matter to the Fire Chief or legal counsel for review and recommendation).
 - 3) Information action by the Board is still Board action and shall only occur regarding matters, which appear on the Agenda for the Board meeting during which, said information action, is taken. All such information action shall be recorded in the minutes.
- D. Parliamentary Procedures Affecting Motions. After a motion has been made, the following motions can be applied to it:
- 1) All motions can have the motion to withdraw applied to them.
 - 2) All debatable motions can have the motions to close debate and to limit debate applied to them.

- 3) All motions that may be worded in more than one way, producing different results, can have the motion to amend applied to them.
- 4) The main motion can have all the subsidiary and specific main motions applied to it. Specific main motions can have no other motions applied to them, except that the motions to reconsider and to rescind may have the motions to close debate and to limit debate applied to them.
- 5) Privileged and incidental motions can have no other motion applied to them, except that the motion to recess may be amended, and an appeal may have the motion to close debate and the motion to limit debate applied to it.

ARTICLE XII. Review of Administrative Decisions

- A. The provisions of Section 1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of Section 1094.5 of said Code. The provisions of Section 1094.6 shall prevail over any conflicting rule, policy or regulation of the District affecting the subject matter of an appeal.
- B. This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations, as specified in Code of Civil Procedure Section 1094.5.
- C. The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

ARTICLE XIII. Minutes of Board Meetings

- A. The Secretary of the Board of Directors shall keep minutes of all Regular and Special meetings of the Board.
 - 1) Copies of said minutes should be made for distribution to Directors with the Agenda for the next Regular Board meeting.
 - 2) The official minutes of the Regular and Special meetings of the Board shall be kept in a locked cabinet.
- B. A video and/or audio tape recording of any meeting of the Board of Directors may be made at the request of the Secretary, Fire Chief or any Director when such request is approved by a majority of the whole Board.

- 1) The President or other Board Officer if the President is absent will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, so far as is possible.
 - 2) Recordings or tapes of open meetings must be maintained for public inspection for a period of 30 days at the District administrative office. After that time and once the minutes have been approved by the Board, said recordings and tapes may be destroyed.
 - 3) Recordings made during closed session of the Board are deemed not to be public record.
- C. Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions adopted by the Board shall be number consecutively starting new at the beginning of each calendar year.
- D. The minutes of the Board meetings shall be maintained as hereinafter outline:
- 1) Procedure:
 - a) Date, place and type of each meeting
 - b) Directors present and absent, by name
 - c) Call to Order
 - d) Arrival of tardy Directors by name
 - e) Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon
 - f) Adjournment of the meeting
 - g) Record of written notice of special meetings
 - h) Record of items to be considered at special meetings
 - 2) Board Actions:
 - a) Approval or amended approval of the minutes of preceding meetings

- b) Complete information as to each subject of the Board's deliberations
- c) Complete information as to each subject including the roll call of the vote on a motion that is not unanimous
- d) All Board resolutions and ordinances in complete context numbered serially for each year
- e) A record of all contracts entered into
- f) All employment and resignations or terminations of employment within the District
- g) A record of all bid procedures, including calls for bids authorized, bids received and other action taken
- h) A record by number of all warrants approved for payment
- i) Adoption of the annual budget
- j) Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month
- k) A record of all important correspondence
- l) A record of the Fire Chief's report to the Board
- m) Approval of all policies and Board-adopted regulations
- n) A record of all visitors and delegations appearing before the Board

ARTICLE XIV. Adoption/Amendment of Policies

- A. Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or by the Fire Chief. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the Fire chief through the District office, and requesting that the item be included for consideration on the Agenda of the appropriate regular meeting of the Board of Directors.

- B. Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a three-affirmative vote of the entire Board of Directors.
- C. Before considering to adopt or amend any policy, copies of the proposed policy adoption or amendment shall be included in the Agenda information packet for any meeting of consideration. The Agenda information packet with said copies should be made available to each Director for review at least four (4) days prior to any meeting for consideration.
- D. Any Director or Chief of Department may initiate District policies.

ARTICLE XV. Training, Education and Conferences

- A. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operations.
- B. It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All reimbursement of actual and necessary expenses shall be pursuant to District policy. Per Diem reimbursement shall be \$45/day for meals or IRS current rate.
 - 1) Attendance by Directors at seminars, workshops, courses, professional organization meetings and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

The Fire Chief or designee is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include reimbursement of expenses for meals, lodging and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Fire Chief, together with validated receipts.

To conserve District resources and keep Directors' reimbursement expenses for training, educational programs, conferences and meetings within community standards for public officials, reimbursement expenditures should adhere to the following guidelines. Expenses to the District for Board of Directors' training, education programs, conferences and meetings should be kept to a minimum by:

- a) Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates
 - b) Traveling together whenever feasible and economically beneficial
 - c) Requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates
- 2) A conference or organized educational activity conducted in compliance with Government Code Section 54954.2(c), including but limited to ethics training required by Government Code Section 53234.
- 3) Directors are eligible to receive reimbursements for travel, meals, lodging and other reasonable and necessary expenses for attending the above occurrences on behalf of the District. Reimbursement rates shall coincide with rates set by Internal Revenue Service Publication 1542 or its successor publications(s).
- a) If lodging is in connection with above occurrences or other prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates, currently \$113/day for lodging and \$45/day for meals and incidentals.
 - b) Receipts are required to be submitted in conjunction with the expense report form.
- 4) The Fire Chief will review and approve reimbursement requests.
- C. Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act when more than three (3) directors attend the same event.

ARTICLE XVI. Compliance

A. Ethics Training

Pursuant to California Government Code Section 53235 et. Seq., all Directors shall receive two (2) hours of training in general ethics principles and ethics law relevant to public service within one (1) year of election or appointment to the Board of Directors, and at least once every two (2) years thereafter. All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

B. Disclosure of Economic Interests

Directors who have a financial interest in a decision within the meaning of California Government Code section 87100 et seq., shall publicly identify in detail the economic interest that creates the conflict, recuses themselves from discussing and voting on the matter and leave the room until after the discussion, vote and any other disposition of the matter is concluded. Said identification shall occur following the announcement of the agenda item to be discussed or voted upon, but prior to commencement of either the discussion or vote. If the agenda item is to take place during a closed session, identification of the economic interest shall be made during the public meeting prior to the closed session but is limited to a declaration that the Director has a conflict of interest. The economic interest that is the basis for the conflict need not be disclosed. Directors are not required to leave the room for an agenda item on the consent calendar provided that the Director recuses themselves and publicly discloses the economic interest as described above. Notwithstanding this section, when the conflict is a personal interest as defined by applicable Fair Political Practices Commission regulations, Directors may speak as a member of the general public during the time that the general public speaks on the issue, provided the Director has complied with the provision of this section regarding identification of the conflict, recuses themselves from voting on the matter and, leaves the dais to speak from the same area as the members of the general public. Directors disqualified pursuant to this section shall not be counted toward achieving a quorum while the item is being discussed.