

**Policy Number:** 4.11.0

**Title:** Agreement Negotiations

**Introduction:**

This policy has been developed to establish how agreements for the District are to be negotiated and the process by which they are ratified.

**Ends:**

1. From time to time, the District needs to negotiate agreement with other parties. At times, it may not be in the best interest of the District, nor be appropriate that members of the Board, participate in such matters. At these times, the Board, at its discretion, shall direct the General Manager to undertake these negotiations.
2. The GM is authorized to negotiate and execute for the benefit of the District any and all contracts and agreements which meet the following criteria:
  - a. The aggregate amount of indebtedness or final obligation of the District in reference to any one such contract or agreement shall not exceed the amount of \$7,500.00.
  - b. The contract or agreement shall be within the approved budget of the District.
3. On a regular basis, the General Manager shall report to the Board on the progress of ongoing negotiations.
4. Upon completion of the negotiations by the General Manager, the General Manager shall present the agreement for consideration by the Board. This presentation will be completed in closed session, if applicable. The Board will then direct the General Manager to continue the negotiations, ratify the proposed agreement or cancel further negotiations with the other party(ies).

**Responsibility:**

The Board of Directors and the General Manager shall be responsible for the implementation of this policy.