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16. Interference with the Administrative Service of the District.

The Board and its members shall deal with the administrative services of the District only through the General Manager, and neither the Board nor any individual director shall give orders or instructions to any subordinate of the General Manager.

Simple Information Requests. **-** Individual Board members may make simple information requests of staff or consultants, through the General Manager. A simple Information request is one that would take the General Manager, District Staff or Counsel less than one hour to complete in the view of the General Manager.

Substantial Information Requests. - A Substantial Information Request is one that would take the General Manager, District staff, consultant, or Counsel more than two hours to complete in the view of the General Manager. Individual Board members may place an item on any future agenda to request a Substantial Information Request or to add an item on a future agenda. The request shall be made as a motion under the Director's Comments section of the agenda. A majority affirmative vote is necessary to approve the action.