

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010
ADOPTED: December 09, 2002
REVIEWED: February 27, 2014, July 11, 2019
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4010.10 The Board of Directors of the McCloud Community Services District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

4010.11 The dignity, style, values and opinions of each director shall be respected.

4010.12 Responsiveness and attentive listening in communication is encouraged.

4010.13 The needs of the District's constituents should be the priority of the Board of Directors.

4010.14 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.15 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.

4010.16 Directors should commit themselves to focusing on issues and not personalities.

4010.17 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, directors should commit to supporting said action and not to create barriers to the implementation of said action.

4010.18 Directors should practice the following procedures:

4010.181 In seeking clarification on informational items, directors may directly approach professional staff members to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision-making.

4010.182 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4010.183 Safety issues or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4010.184 In presenting items for discussion at Board meetings, see Policy 5020.

4010.185 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances and programming, said concerns should be referred directly to the General Manager.

4010.19 When approached by District personnel concerning specific District policy, directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

4010.20 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.

4010.21 When responding to constituent requests and concerns, directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.22 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.23 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole rather than to individual members selectively.

4010.24 Directors are responsible for monitoring the District's progress in attaining its goals and objectives while pursuing its mission.

4010.30 Board members are sworn to uphold the constitution of the United States and the constitution of the State of California. Board members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government laws. Board members will work in cooperation with other public officials unless prohibited from doing so by law or officially recognized confidentiality of their work. (Government Code Section 1360, Article 20, Section 3 of the California Constitution)

4010.40 Board members will not, in the performance of their official functions, discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

4010.50 Pursuant to California law and provisions of the Brown Act, no Board member present during a Closed Session of the District shall disclose to any person the content or substance of any

discussion regarding the subject matter of, and which took place during, the Closed Session unless the District Board shall authorize the disclosure of such information by majority vote. In no event shall a Board member use such information to advance financial or other private interest of themselves or others.

4010.60 In addition to any other penalty or remedy as provided by law, violations of section 4010.50 may be used as a basis for disciplinary action or censure of a Board member by the Board. The Board shall decide by a majority vote at a noticed meeting if a violation has occurred. If the Board determines a violation has occurred, penalties and remedies include, but are not limited to, censure or exclusion from participation on that particular topic following a noticed hearing conducted by a majority of the Board. Violations of sections 4010.50 by a Board member shall constitute official misconduct which may require that Board member's testimony before the grand jury and, if convicted under section 3060 of the Government Code, would be cause for removal from office.

4010.70 A Board member is not authorized to disclose information that qualifies as confidential information to a person not authorized to receive it, that: (a) is protected from disclosure under the attorney/client or other evidentiary privilege, or (b) is not required to be disclosed under the California Public Records Act. A Board member who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

4010.80 Board members are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Board member will not accept, solicit or direct a political contribution from District vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A director will not use the District's seal, logo, stationary or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. (Government Code section 3205)