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## **POLICIES AND PROCEDURES**

**TITLE:** Code of Ethics

**NUMBER:** 4010

**4010.10** The Board of Trustees is committed to providing excellence in leadership that result in the highest quality of services to its constituents. In order to assist in the governance of the behavior between and among members of the Board of Trustees, the following policies shall be observed.

**4010.101** The dignity, style, values and opinions of each Trustee shall be respected.

**4010.102** Responsiveness and attentive listening in communication is encouraged.

**4010.103** The needs of the District constituents are the priority of the Board of Trustees.

**4010.104** The primary responsibility of the Board of Trustees is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the District Manager who will direct the professional staff members of the District.

**4010.105** Trustees commit themselves to emphasizing the positive.

**4010.106** Trustees shall commit themselves to focusing on issues and not personalities. The presentation of the opinions of others shall be encouraged.

**4010.107** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Trustees takes action, Trustees shall commit to supporting the action and not create barriers to the implementation.

**4010.108** Trustees shall practice the following procedures.

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**4010.1081** In seeking clarification on informational items, Trustees must direct their requests to the District Manager for information needed to supplement, upgrade, or enhance their knowledge. The District Manager may then request the information from specific staff members. The Trustees will not request information directly from staff.

**4010.1082** Complaints from residents and property owners of the District will be referred directly to the District Manager.

**4010.1083** Concerns for safety or hazards are to be reported to the District Manager or to the District Office. Emergency situations shall be dealt with immediately by seeking appropriate assistance.

**4010.1084** If approached by District personnel concerning specific District policy, Trustees will direct inquiries to the District Manager. The chain of command must be followed.

**4010.1085** When responding to constituent requests and concerns, Trustees should be courteous and if necessary, route their questions to the District Manager.

**4010.1086** Trustees should develop a positive working relationship with the District Manager so that current issues, concerns and District projects can be discussed comfortably and openly.

**4010.1087** Trustees should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than individual Trustees selectively.

**4010.20** Trustees are responsible for monitoring the District's progress in attaining its goals and objectives.

**4010.30** All trustees are required to receive two hours of ethics training, every other year, in accordance with Assembly Bill 1234 signed into State law on January 1, 2006.

**4010.301** New trustees must comply within one year of their appointment.

**4010.302** Comprehensive ethics curriculum will cover ethics principles and state laws related to: personal financial gain by public servants, conflict of interest, bribery and nepotism, gifts, travel, honoraria, financial interest disclosure and competitive bidding, prohibitions on the use of public resources for personal or political purposes, the Brown Act, and Public Records Act. as required under California law (Assembly Bill 1234).

**4010.303** Trustees will provide a certificate of completion as proof of compliance to the District Office.

**4010.304** Designated staff members are also required to complete ethics training and meet all the requirements of state laws and provide certificates of completion to the District office as proof of compliance.

**Issued: November 13, 2002**  
**Revised: April 16, 2009**  
**Revised: February 2016**  
**Approved by Board: April 2016**