

**SADDLE CREEK CSD CODE OF CONDUCT & ETHICS POLICY**  
**For Members & Appointed Officials**



Adopted: \_\_\_\_\_  
Reviewed/Revised: \_\_\_\_\_

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# **SADDLE CREEK CSD CODE OF CONDUCT & ETHICS POLICY**

## **For Board Members & Appointed Officials**

### **I. Introduction**

The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The Saddle Creek Community Services District (SCCSD) has adopted this Code of Ethics Policy to promote and maintain the highest standards of personal and professional conduct in the District's government. All Board Members and appointed officials of the District subscribe to this Policy and understand how it applies to their specific responsibilities and actions. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Policy.

This Policy shall be deemed to set forth the minimum ethical standards to be followed by all Board Members & appointed officials serving on Commissions, Boards and Committees of the District. This policy will be periodically reviewed by the Board of Directors.

### **II. Form of Government**

Saddle Creek Community Services District operates under a Board of Directors-General Manager form of government as authorized by California Government Code Section 57200 and approved by the Calaveras County Local Agency Formation Commission by Resolution No. 95-03 on August 18, 1995. Members of the Board of Directors who are elected at-large, provide legislative direction, set District policy, and ultimately answer to the public. The General Manager serves as the District's chief administrative officer and is responsible for directing the day-to-day operations of the District and implementing policy as directed by Board of Directors.

Accept as specifically identified in written District policy, neither the Board of Directors, nor any member thereof, shall direct or request the hire or appointment of any person to or removal of any person from office or in any manner take part in the appointment or removal of an officer or employee in the administrative service of the District except the General Manager and CSD Attorney. Except for the purpose of inquiry, the Board of Directors and its members shall deal with the administrative services solely through the District Manager, and neither the Board of Directors nor any member thereof shall give orders to any District Employees, other than the General Manager and CSD Attorney and then only when acting in behalf of the Board of Directors.

### **III. Board Members Roles and Responsibilities**

Public officials are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the United States and State Constitution and to impartially carry out applicable laws. They are bound to observe, in their official acts, the highest standards of performance and to discharge faithfully the duties of their office, regardless of personal considerations.

A Board of Directors is a collection of diverse individuals who come together to constitute and act as an entity, and only when operating as an entity can they exercise authority and perform the fulfillment of their purpose. Working together as a Board involves acknowledging and balancing the unique interests, expertise, and abilities of individual Board Members, and Board Members shall accept final decisions of the Board as the official District position on such matters.

#### **IV. Board President & V/President Selection Process**

Serving as Board President or V/President is considered to be a privilege, not a right. The Board President and V/President serve at the pleasure of the Board of Directors and may be replaced at any time by a majority vote of the Board. At the time of selection (which under current Board Policy occurs annually at the December meeting), any member of the Board of Directors may be nominated to serve as Board President or V/President. Selection for these positions shall be determined by majority vote of the Board of Directors who are present at the meeting. Individuals who are elected to serve as Board President or V/President should be chosen because of their ability to fulfill the roles and responsibilities of these positions, establish a respectful and collegial working relationship with the Board, and ultimately, serve the community.

#### **V. Board President and V/President Responsibilities, & Relationships**

The following outlines some of the key roles, responsibilities, and relationships as they relate to the position of Board President and V/President:

- A. Board President:** The Board President is the presiding officer of the District. In this capacity, the Board President is responsible for developing meeting agendas in cooperation with the General Manager, leading Board meetings, and appointing Board Members to standing or ad hoc committees. The Board President may also appoint members of the public to Board President Advisory Committee's.

As the presiding officer of the Board, the Board President is responsible for establishing a professional and respectful working relationship with the Board and public through cooperation and collaboration. This includes an obligation to listen and consider issues, questions, and concerns of the public and Board Members as they relate to Board meetings and the agenda setting process.

The title of Board President carries with it the responsibility of communicating with the Board, General Manager, and members of the public. In this capacity, the Board President serves as the Districts 'spokesperson' representing the Board in official and ceremonial occasions.

As the official Districts spokesperson, the Board President performs special duties consistent with the Board Presidents office, including, but not limited to: signing of documents on behalf of the District and other such related duties.

Special duties consistent with the Board Presidents office may be delegated to the V/President or any other member of the Board.

It is the responsibility of the Board President to interpret and investigate complaints of potential violations of this Code of Ethics Policy. The Board President may, based on his/her initial investigation, recommend to the Board that either the CSD Attorney or an outside Investigator be selected to conduct a more formal investigation. The Board President may counsel those Board Members & appointed officials covered by this Code of Ethics Policy about their behaviors or actions as applied to the rules set forth herein.

#### **B. V/President**

In the Board President's absence, the V/President shall perform the formal duties of the Board President.

When the V/President performs the duties of the Board President in his/her absence, the V/President also carries the responsibility of communicating with the District Manager, Board Members, and members of the public. This responsibility includes establishing a professional and respectful working relationship with the Board, District Manager and public through cooperation and collaboration.

In the event there is an alleged violation of the Code of Ethics Policy by the Board President, the V/President shall interpret and investigate the alleged violation. The V/President may, based on his/her initial investigation, recommend to the Board that the CSD Attorney or an outside Investigator be selected to conduct a more formal investigation.

### **C. Chair Person(s)**

The principal qualification to be Chair Person of a Board, Commission, or Committee of the Saddle Creek Community Services District should be the ability to preside at meetings. This requires tact, courtesy, and familiarity with parliamentary procedures. The responsibility of the Chair Person of the body is to direct the discussion of and deliberation over the matters at hand. The Chair Person should encourage the input of ideas, clarify ideas, and re-state motions in order that all members understand the item on which they are voting. It is the Chair Person's responsibility to insure that the body is operating within the confines of all applicable rules and regulations, and to act as the key liaison between the body, the Board and Staff. The Chair Person should ensure that all members of the body have an opportunity to express their thoughts and opinions and should not allow any individual member or members to dominate the proceedings to the detriment of the remaining members or the members of the public.

Since the Chair Person must preside over meetings, he or she must maintain a certain degree of impartiality and be sure to allow all views on an issue to be expressed. However, the Chair Person may also participate in debate, expressing his or her own views, and may make or second motions.

It is the responsibility of the Chair Person to report complaints of potential violations of this Code of Ethics Policy to the Board President in a timely manner.

### **D. Vice Chair Person(s)**

All of the District's Board's Commissions and Committees shall elect a Vice Chair Person at the time elections for Chair Persons are held. The Vice Chair Person acts in the absence of the Chair Person. For all bodies, if neither the Chair Person nor Vice Chair Person is present at a meeting then the body should immediately elect a Chair Person Pro Tem to preside during the current session.

## **VI. Discrimination in Appointments**

No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive position because of such person's race, color, age, religion, gender, sexual orientation, national origin, affiliations, or functional limitation as defined by applicable State or Federal laws, if otherwise qualified for the position. This provision shall not be construed to impair administrative discretion in determining the requirements of a position subject to review by the Board.

## **VII. Legal and Ethical Standards**

Understanding that the Board Members & appointed official's primary concern is the public interest, such officials should work for the common good, rather than for private or personal interests. Board Members & appointed officials are expected to serve as a model of leadership and civility to the community and treat all members of the public, each other, and the issues before them with respect, in order to promote open and effective government.

In order to promote the highest standards of respect and integrity, Board Members & appointed officials should:

- A. Practice civility and decorum in discussions and debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of free democracy in action. This does not allow, however, Board Members & appointed officials to make abusive, slanderous, and personal comments, and/or physical actions that could be construed as threatening. Board Members & appointed officials should be respectful of each other and diverse opinions.
- B. Honor the role of the presiding officer in maintaining order and equity.** Respect the Board President/Chair's efforts to focus discussion on current agenda items. Objections to the Board President/Chair's actions should be voiced politely and with reason.
- C. Demonstrate effective problem-solving approaches.** Board Members & appointed officials have a public stage to show how individuals with disparate points of view can find common ground and seek compromise that benefits the community as a whole. Board

Members & appointed officials are role models for residents, business people, and other stakeholders involved in public debate.

- D. **Base decisions on the best available information.** Decisions should be made upon the merits and substance of the matter at hand, and not through established coalitions or well-defined voting blocks.
- E. **Be prepared and knowledgeable.** To effectively lead and inform the public, Board Members & appointed officials should be prepared and informed about issues on the agenda.
- F. In **public discourse** it is not uncommon for there to be a **difference of opinion**. When there is a difference of opinion the goal is to disagree without being disagreeable, and to avoid making personal attacks on ones colleagues, staff, members of the public and others.
- G. **Be respectful of other people's time.** Board Members & appointed officials should stay focused, listen attentively, and act efficiently during public meetings.
- H. **Treat others as you would like to be treated.** To maintain effective interpersonal relationships, Board Members & appointed officials should treat others the way they would expect to be treated. Board Members & appointed officials should be professional in all situations and circumstances, conducting themselves in a consistent, confident, competent, and productive manner.
- I. **Refrain from disclosing confidential information** concerning the property, government, or affairs of the District, whether it be provided in a closed session or otherwise, unless the Board authorizes such disclosure by majority vote. Confidential information shall not be used to advocate financial or other personal interests. Confidential information means all information, whether transmitted orally or in writing, which is of such a nature that it is not, at that time, a matter of public record or public knowledge. Confidential information of any nature and from any source is to remain confidential. Confidential information includes those items identified as confidential at the time the information is conveyed as well as information described or defined as confidential as a matter of regulation law or statute including those items described in the California Public Records Act (Government Code Section 6254), items from closed sessions under the Brown Act (Government Code Section 54950 et seq), and items subject to the attorney-client privilege.
- J. **Avoid even the appearance of conflict** between public duties and personal interests and activities in all District forums. A conflict or the appearance of a conflict exists in a matter before an official for consideration or determination if the public official:
  - 1. Has a material financial or material personal interest in the outcome; or
  - 2. Has a personal or organizational responsibility or relationship in an entity or organization that will be affected by the outcome, including an association as owner, member, partner, officer, employee, broker or stockholder.
- K. **Implementation of Legal and Ethical Standards.** Legal and ethical standards will be provided to Board Members and appointed officials by the CSD Clerk. Board Members and appointed officials shall sign affirmation they have received the Saddle Creek Community Services District's Code of Conduct & Ethics Policy. The signed affirmation shall be maintained by the CSD Clerk.
- L. **Legal Requirements (i.e. Brown Act).** The Board of Directors, Commissions and Committees operate under a series of laws that regulate their operations as well as the conduct of their members. The CSD Attorney serves as the District's legal officer and advises these bodies on these matters. Board Members & appointed officials recognize the importance of following the law so as not to compromise the effort to achieve the goals of the community.
- M. **Open Meeting Rules: The Ralph M. Brown Act.** The Act requires that meetings of the Board of Directors & its subsidiary/advisory Boards, Commissions and Committees be open and public. 'Meetings' occur whenever a quorum of members of the body hear,

discuss, or deliberate on any matter that is relevant to the District. This includes discussions that occur face to face, serially, through third parties, or through written, telephonic, e-mail or any other such communication.

These rules apply to all 'legislative bodies,' which are defined to include the Board of Directors and all subsidiary/advisory Commissions & Committees.

This Act also requires that the agenda for meetings be posted in advance and that discussions and actions be limited to items appearing on the posted agenda.

Closed session discussions and actions in limited circumstances, including pending or anticipated litigation, property acquisition, labor negotiations or the appointment or evaluation of certain personnel are allowed under this Act. The Act provides that closed sessions and the discussions that occur therein shall remain confidential and can be revealed only with the approval of the Board. No Board Member or appointed official shall, without proper authorization of the Board, disclose any closed session discussion or confidential information, nor shall they use such information to advance the financial interest of themselves or others.

The above is a summary of the Brown Act, for additional information or clarification contact the CSD Attorney's Office.

**N. The Political Reform Act.** The Act controls conflicts of interests through disclosure of financial interests and prohibition in participating in decision-making.

Board Members & appointed officials are prohibited from making, participating in or in any way attempting to use their official position to influence a governmental decision in which they know or have reason to know they have a financial interest. Financial interests can arise out of property ownership, business investment, leadership in a business entity, or receipt of income and gifts. Nevertheless, under certain circumstances, Board Members & appointed officials with conflicts may be allowed to participate in decision-making.

Regulation 18702.3 explains how to determine when an official is using or attempting to use his or her official position to influence a governmental decision:

(a) With regard to a governmental decision which is within or before an official's agency or an agency appointed by or subject to the budgetary control of his or her agency, the official is attempting to use his or her official position to influence the decision if, for the purpose of influencing the decision, the official contacts, or appears before, or otherwise attempts to influence, any member, officer, employee or consultant of the agency. Attempts to influence include, but are not limited to, appearances or contacts by the official on behalf of a business entity, client, or customer.

The above is a summary of the Political Reform Act, for additional information or clarification contact the CSD Attorney's Office.

**VIII. Board Members & Appointed Official Conduct & Communication With, and Participation In Commissions and Committees.**

There are committees that Board Members & appointed officials are appointed to, or may have an interest in, including but not limited to, standing and ad hoc committees, District boards and commissions, regional boards and commissions, and community-generated committees. To avoid confusion and/or duplication of efforts, Board Members & appointed official's conduct and communication with and participation in these types of committees are governed by the following guidelines and rules:

**A. Conduct**

District boards, commissions, and committees are advisory to the Board as a whole, not individual Board Members. The Board appoints individuals to serve on District boards, commissions, and committees. It is the responsibility of Board Members & appointed officials to follow policy established by the Board. Board Members should not feel they

have the power or right to influence a board, commission, or committee member in any way. These appointments should not be used as a political 'reward.'

The Board President may appoint, without necessity of Board approval, a Presidents Advisory Committee to review specific matters he/she deems as significant to the District. Such appointment shall be made at a regular Board Meeting and the Board President shall specify its purpose and the time period the Advisory Committee will serve. At the conclusion of the specified period of operation, the Board President shall, at a regular meeting, inform the Board of the Presidents Advisory Committee's findings and Recommendations to the Board.

Board Members & appointed officials should be respectful of diverse opinions. A primary role of boards, commissions, and committees is to represent many points of view and to provide advice based on a full spectrum of concerns and perspectives. Board Members may have a closer working relationship with some individuals serving on boards, commissions, and committees, but must be fair and respectful of all board, commission, and committee members and their opinions.

Keep political campaign support away from public forums unless duly agendized and acted on by Board. Board, Commission and Committee Members may provide verbal, financial or in-kind assistance to Board Members & appointed officials, but not in a public forum while conducting official District duties. Conversely, Board Members & appointed officials may provide verbal, financial or in-kind assistance to individuals who are running for office, but not in an official forum in their capacity as Board Members or appointed officials. Support or opposition of political initiatives may be agendized and acted on by the Board.

#### **B. Communication**

Board Members may attend any board, commission, or committee meeting, which are always open to any member of the public. However, if a Board Member wishes to attend the meeting of a committee to which he/she has not been appointed to serve on by the Board, the Board Member, as a courtesy, should advise the Board representative, if any, as well as the respective committee chair, and should be mindful of the influence of his/her presence. Unless otherwise directed by the Board, comments made by any Board Members or appointed official attending a meeting of a Board body to which he/she has not been appointed to serve on by the Board should be made as an individual, not on behalf of any District body.

When serving as a primary or alternate representative on a board, commission, or committee, statements made by Board Members or appointed officials regarding District policy should reflect the majority opinion of the board, commission or committee, which is defined by current or past official District, commission or committee action via public vote or public consensus.

Board Members & appointed officials should update their primary body about their outside board, commission, and committee activities. When serving as the primary Board Members or appointed official on any board, commission, or committee, Board Members & appointed officials should periodically provide verbal update reports to the body during the Reports opportunity on the meeting agenda. Recommended actions should be reported in a timely manner.

When serving on a District committee, whether standing or ad hoc, all work undertaken by the committee must be directed by the Board and all recommended actions of a Board committee shall be reported to the Board in a timely manner.

Appointed primary Board Members or appointed officials are responsible for attending and participating in applicable outside board, commission, and committee meetings. If a Board Member or an appointed official has been appointed as the primary representative for an outside board, commission, or committee, that representative is responsible for attending the regularly scheduled meetings. In the event that he or she is unable to attend, the alternate representative should attend in the place of the primary.

### **C. Participation**

Appointed alternate Board Members or appointed representatives should familiarize themselves with the practices and procedures of the respective outside board, commission, or committee. If a Board Member or appointed official is appointed as an alternate representative to an outside board, commission, or committee, the alternate should initially attend one meeting to orient himself/herself to the outside board/commission/committee's practices and procedures and to avoid confusion or duplication of efforts. Alternates are discouraged from regular attendance at District or non-district board/commission/committee meetings when the primary representative is available to attend.

## **IX. Board Members & Appointed Officials Relation with District Staff**

The Board of Directors and appointed officials shall respect the Board-Manager form of government. The General Manager implements the Board's vision, policies and goals through District staff and is responsible for directing day-to-day operations of the District.

To enhance its working relationship with staff, Board Members & appointed officials should be mindful of the support and resources needed to accomplish District goals. When communicating and working with staff, Board Members & appointed officials should follow these ten guidelines:

1. They should treat staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with Board Members & appointed colleagues, practice civility and decorum in all interactions with District staff.
2. They should respect the Board-Manager form of government. Routine questions of District staff should be directed to the General Manager, the Manager's designee or the CSD Attorney. Board Members & appointed officials should not set up meetings with department staff directly, but work through the District Manager, Manager's designee. When in doubt about appropriate staff contact, Board Members or appointed officials should ask the General Manager.
3. The General Manager and staff are responsible for implementing District policy. Board Members & appointed officials should not direct policy/program administrative functions and implementation; rather they should provide policy guidance to the General Manager.
4. Board Members & appointed officials as individuals should attempt to communicate questions, corrections, and/or clarifications about reports requiring official action to staff prior to Board, Commission or Committee meetings. Early feedback will enable staff to address such questions and incorporate minor corrections or changes to a Staff report, resulting in a more efficient Board, Commission or Committee meeting discussion.
5. Board Members & appointed officials should not direct the General Manager or District staff to initiate any action, change a course of action, or prepare any report without the approval of Board. The General Manager's responsibility is to advise on resources available and required for a particular course of action as it relates to Board direction.
6. Board Members & appointed officials should not attend department staff meetings unless invited or requested by the General Manager.
7. All Board Members & appointed officials should have the same information as those serving with them on the Board, Commission or Committee with which to make decisions. Information requested by one Board Member or appointed official will be shared equally with all members of the body for which that official serves.
8. Concerns related to the behavior or work of a District employee should be directed to the General Manager or appropriate Department Head. Board Members & appointed officials should not reprimand employees directly nor should they communicate their concerns publicly.
9. Board Members & appointed officials should not solicit political campaign support from District staff. Although District staff may, as private citizens with constitutional rights, support political candidates, such activities must take place away from the workplace.

10. Board Members and appointed officials are prohibited from using their official position to influence a staff or governmental decision in which they have a financial interest, as per FPPC Regulation 18702.3, as noted in Section VIII of this Code.

**X. Board Members & Appointed Officials Relation with the General Public**

A fundamental principle of democracy is citizen access to Board Members & appointed officials. When meeting with members of the public, Board Members & appointed officials should follow the following conduct and communication guidelines when addressing the general public and specific interest groups:

**A. Meetings with the General Public**

Board Members & appointed officials should respect the collaborative process of Board, Commission and Committee decision making and the Board-Manager form of government. Board Members & appointed officials routinely meet with members of the public to hear community concerns, explain Board, Commission or Committee actions, provide opinions about a particular issue, and/or address service requests or inquiries. When meeting with members of the community, Board Members & appointed officials should avoid making commitments that are inconsistent with prior Board, Commission or Committee action or existing policy. If Board Members & appointed officials desire the assistance of staff while meeting with members of the public, they should request that assistance from the General Manager.

Board Members and appointed officials should always clearly demonstrate their respect for members of the public, both in word and in deed. This means keeping meetings flowing smoothly and efficiently, giving members of the public feedback on their ideas, treating all sides fairly, not interrupting speakers unless they are out of order, not being afraid to admit that you have something to learn from the public, and always being as encouraging and constructive as possible. Public service is the first duty of all Board Members & appointed officials, and the public is best served when it is treated well.

Board Members & appointed officials should be mindful of their influence when attending community meetings that are not organized by the District. The presence of Board Members or appointed officials can sometimes create a perception of support for a particular issue or an expectation that a specific action will be taken.

**B. Official Written Communication with the General Public (Printed or Electronic)**

Board Members should use District letterhead newsletters or other District supported methods of communication to recognize achievements or promoting a District event or conducting District business, and should keep the focus on matters of community-wide interest or official District business. Individual Board Members & appointed officials should not make promises on behalf of the public body of which they are a member. They should make no personal comments about other Board Members or appointed officials with whom they serve. They should be clear about whether their comments represent official District policies/positions or are personal opinions. Official District newsletters from Board Members & appointed officials may be subject to the policy as adopted by Board of Directors.

**C. Procurement**

Unless authorized by Board, Board Members & appointed officials should not become involved in administrative processes for acquiring goods and services. To preserve the integrity of this administrative process, Board Members & appointed officials should refrain from any involvement, unless otherwise directed by Board. Specific Board Members & appointed official's interests, however, can be referred to the General Manager as appropriate.

**XI. Representing an Official District Position On an Issue/Item**

In the event that individual Board Members or appointed officials are asked to represent or express an official District position, they should follow these guidelines:

- A. Using their Board Member or appointed title when conducting official District business.** Board Members & appointed officials may use their title when conducting official District business, for informational purposes, or as an indication of background and expertise, carefully considering whether they are exceeding or appearing to exceed their authority.
- B. Representing an official District position before a governmental agency.** If a Board Member or appointed official appears before another governmental agency organization to give a statement on an issue affecting the District, the Board Member or appointed official should communicate the majority opinion of the Board Commission or Committee, which is defined by current or past official Board, Commission or Committee action via public vote or public consensus.
- C. Sharing personal perspectives and opinions.** Personal opinions and comments may be expressed only if the Board Member or appointed official clarifies that these statements do not reflect the official position of the District and without reference to his or her position in any matter.

## **XII. Board Members & Appointed Officials Relation with the Media**

Board Members & appointed officials are sometime contacted by the media for background information and quotes related to District business and/or community issues. When addressing the media, Board Members & appointed officials should follow these four guidelines:

1. They should be professional in all situations and circumstances, conducting themselves in a respectful manner. When speaking with the media, Board Members & appointed officials should choose their words carefully to ensure that comments and statements are not taken out of context.
2. They should clarify whether they are speaking as an individual Board Member or appointed official or representing the position of the Board, Commission or Committee on which they serve. If a Board Member or appointed official is contacted by the media, he/she should be clear about whether his/her comments represent an official District position/policy or a personal viewpoint.
3. They should coordinate with the General Manager when addressing questions related to administrative functions or processes. To provide accurate information, Board Members & appointed officials should work with the General Manager when making statements about administrative procedures and processes.

## **XIII. Giving Testimony**

It is the duty of Board Members to answer questions submitted to them by respectfully constituted authority. If any Board Member or appointed official, after reasonable notice and an opportunity to answer, is called upon or requested to give testimony or to produce evidence upon relevant matters pertaining to his/her office or position in connection with any lawful or constitutional inquiry conducted by the Board, the Calaveras County Grand Jury, and State or federal legislative committee, or the Attorney General of the State, such officer shall, to the best of his/her ability, truthfully answer such inquiries, or shall submit a statement of his/her reasons for refusal. Board Members & appointed officials may obtain legal advice before giving testimony. Nothing in this provision shall be construed to impair a constitutional or civil right.

## **XIV. Discipline & Sanctions Procedures**

The Saddle Creek CSD Code of Conduct & Ethics Policy expresses standards of ethical conduct expected of all Board Members & appointed officials of the District. Each individual covered by the Code of Ethics Policy has the primary responsibility to ensure that he or she understands and meets these standards and complies with all tenets of the Code, so that the public can continue to have full confidence in the integrity of District government.

When a Board Member or appointed official has doubt as to the applicability of a provision of the Code of Ethics Policy to a particular situation, he or she may apply to the Board of Directors or CSD Attorney for an advisory opinion and be guided by that opinion when given. The Board Member or appointed official shall have the opportunity to present his or her interpretations of the

facts at issue and of the applicable provisions of the Code of Ethics Policy before such advisory decision is made.

A Board Member or appointed official who is made aware of an alleged violation of the Code of Ethics Policy shall report the complaint to the Board President, who shall interpret the allegation, and in the event that the Board President determines that a violation may have occurred, shall inform the involved Board Member or appointed official that an investigation shall take place. The Board President may, based on his/her initial investigation, recommend to the Board that an outside Investigator be selected to conduct a more formal investigation. Investigations may culminate in a formal Board President report being presented to the Board at a public meeting. The Board of Directors will accept testimony on the matter and determine whether a violation of the Code of Ethics Policy has occurred. If the Board President is the subject of the complaint, the Board V/President shall be responsible for interpreting the complaint and completing the required investigation and possible report. The Board V/President may, based on his/her initial investigation, recommend to the Board that an outside Investigator be selected based on the advice of the CSD Attorney or their designee, to conduct a more formal investigation.

The Board of Directors may impose sanctions on Board Members or appointed officials when it determines that a violation of the Code of Ethics Policy has occurred, including warning, formal censure, or, in the case of appointed officials, removal from office. If the Board of Directors determines that a member of its body violated the Code of Ethics Policy and that such violation may warrant the official's removal from office, it may refer the issue to the Calaveras County Grand Jury, as provided for in Government Code Section 3060.

**XV. Board Member & Appointed Official Receipt**

I affirm that I have received the Saddle Creek Community Services District's Code of Conduct and Ethics for Board Members and Appointed Officials.

\_\_\_\_\_  
(Sign) (Date)

\_\_\_\_\_  
(Print Name & Name of Office)

**RETURN SIGNED & DATED RECEIPT TO CSD CLERK**