



Board Policy

Code of Conduct/Norms

Purpose: to promote excellence in leadership, effective governance, ensure District values are carried out, and compliance with the Brown Act.

- A. The health of the District's constituents will be the priority of the Board of Directors.
- B. The dignity, style, values, and opinions of each Director will be respected.
- C. The Board's primary responsibilities are: formulation and evaluation of policy; setting strategic direction, and recruiting, directing and evaluating the CEO. Routine matters concerning the operational aspects of the District are delegated to the administrative staff of the District.
- D. Agendas for Board meetings will be prepared by the CEO in collaboration with the Board Chair. If two Directors request an item be placed on the agenda, the CEO shall place the item on the agenda for the next meeting. Any request for a future agenda item shall be made at a public meeting or directly to the CEO no later than 5:00 PM on the Wednesday the week before the meeting date.
- E. Directors will come to meetings thoroughly prepared to discuss agenda items. Information requested or exchanged before meetings will be in a manner consistent with the Ralph M. Brown Act.
- F. Attentive listening in all verbal communications is encouraged.
- G. Directors will provide courteous responses to constituent questions and concerns, and when appropriate, will direct to the proper administrative personnel for follow up.
- H. Once the Board of Directors takes an action, Directors will support the action and avoid interfering in any way with the implementation of said action.
- I. The work of the District is a team effort. All individuals should work together in a collaborative process, assisting each other in conducting the affairs of the District.

Adopted: March 26, 2015

Updated and Approved by the Board: 10/24/24