

RESOLUTION NO. 2015-7

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA RECREATION AND PARK DISTRICT ESTABLISHING A CODE OF CONDUCT FOR BOARD OF DIRECTORS, OFFICERS, AND EMPLOYEES OF THE DISTRICT

WHEREAS, every resident within the Calwa Recreation and Park District is entitled to have complete confidence in the integrity of the governance and operation of the District; and

WHEREAS, a Code of Conduct will serve to increase public confidence in the District's governance, assist with decision-making, and encourage high standards of behavior; and

WHEREAS, a Code of Conduct will represent a commitment to uphold a standard of integrity beyond that required by law; and

WHEREAS, the Board is interested in establishing a framework for day to day actions and decision-making by the District and designated employees; and

WHEREAS, the establishment of a Code of Conduct will demonstrate the District's commitment to ethics.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Calwa Recreation and Park District as follows:

Section 1. The recitals set forth above are true and correct and are incorporated herein by reference.

Section 2. The Board hereby adopts of the "Code of Conduct of the Calwa Recreation and Park District" as set forth in Exhibit A and incorporated herein by reference.

Section 3. All prior Board actions in conflict with the Code of Conduct adopted by this resolution are superseded and repealed.

Section 4. This resolution is effective upon adoption.

CERTIFICATION

Adoption of the foregoing Resolution No. 2015-7, was adopted on July 30, 2015 by the following vote:

AYES: Mary L. Rosales, Raul Guerra, Paul. H. Garcia

NOES:

ABSTENTIONS:

ABSENCES: Sandra Celedon, Felicia Salcido

Luis Mendoza
Secretary of the Board of Directors

CODE OF CONDUCT

CALWA RECREATION AND PARK DISTRICT

(ADOPTED BY BOARD OF DIRECTORS RESOLUTION NO. 2015-7)

Section 1: **Applicability of Code of Conduct.**

This Code of Conduct shall apply to all members of the Board of Directors, officers, appointees, and employees.

Section 2: **Compliance with all Laws.**

In discharging their duties, Directors, officers, appointees, and employees shall comply with all applicable local, state, and federal laws. The provisions of this resolution are in addition to all local, state, and federal laws.

Section 3: **Fairness, Openness, Honesty and Integrity in District Government.**

- A. Directors, officers, appointees, and employees of the District shall strive to abide by ethical principles relating to fairness, openness, honesty, and integrity in the District's governance and operation.
- B. No Director, officer, appointee or employee of the District shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties or which tend to impair his or her independence or judgment or action in the performance of such duties.
- C. No Director, officer, appointee or employee of the District shall engage in any enterprise or activity which results in any of the following:
 - 1. Using the prestige or influence of the District for anyone's private gain or advantage.
 - 2. Using time, facilities, equipment, or supplies of the District for anyone's private gain or advantage.
 - 3. Using confidential information not available to the general public for private gain or advantage.
 - 4. Receiving or accepting money or other consideration from anyone other than the District for the performance of acts done in the regular course of employment or duty.

5. Receiving or accepting, directly or indirectly, any gift or favor from anyone doing business with the District under circumstances from which it could reasonably be inferred that such was intended to influence that Director, officer, appointee or employee in his or her official employment or duties, or as a reward for official action.
- D. Every elected official officer, appointee or employee required to file a Statement of Economic Interests (Form 700) shall disclose on that form all information required by the Political Reform Act, FPPC regulations and the Conflict of Interest Code approved by the Board of Directors in its role as the code reviewing body.

Section 4: Board of Directors.

- A. **Conduct of Directors.** The professional and personal conduct of Directors must be above reproach and avoid the appearance of impropriety. While it is understood that Directors enjoy First Amendment rights, they should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board, staff, or the public that is intended to disrupt and not further the District's business.
- B. **Respect for Process.** Directors shall perform their duties in accordance with the processes and rules of order established by the Board governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board by District staff.
- C. **Decisions Based on Merit.** Directors shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- D. **Gifts and Favors.** Directors shall follow the laws that apply to the acceptance of gifts or favors as a public official. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of favoritism and bias.
- E. **Confidential Information.** Directors shall respect and maintain the confidentiality of information concerning the property, personnel or affairs of the District which is confidential or privileged. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal financial or other private interests.
- F. **Use of Public Resources.** Directors shall not use public resources, such as District staff time, equipment, supplies or facilities for private gain or personal purposes.
- G. **Advocacy.** Directors shall represent the official policies or positions of the Board to the best of their ability when designated as delegates for this purpose.

When presenting their individual opinions and positions, Directors shall explicitly state they do not represent the opinion of the entire Board.

- H. **Positive Work Place Environment.** Directors shall support the maintenance of a positive and constructive work place environment for District employees, private citizens and businesses dealing with the District. Directors shall recognize their role in individual dealing with District employees.
- I. **Policy Role of Directors.** Directors shall respect and adhere to their role in setting policy and not operating the day to day activities of the District. The Board appoints a District Administrator under the direction and control of the District Board. The District Administrator in turn directs and controls District staff.
- J. **General Requirements.** All members of the Board of Directors have equal votes. No Director has more power than any other, and all shall be treated with equal respect. Directors shall:
 - 1. Demonstrate honesty and integrity in every action and statement.
 - 2. Comply with both the letter and spirit of the laws and policies affecting the operation of the District.
 - 3. Serve as a model of leadership and civility to the community.
 - 4. Inspire public confidence in the District.
 - 5. Work for the District's best interest and not personal interests.
 - 6. Prepare in advance of Board meetings and be familiar with issues on the agenda.
 - 7. Fully participate in Board meetings and other public forums while demonstrating respect, consideration, and courtesy to others.
 - 8. Become familiar with the District By-Laws, the Brown Act, Conflict of Interest laws, and this Code of Conduct.
 - 9. Be responsible for the highest standards of respect, civility and honesty in ensuring the effective maintenance of intergovernmental relations.
 - 10. When communicating with representatives of other governmental entities or constituents, indicate, if appropriate, that the views are their own, and may not represent those of the entire Board.

Section 5: Directors Conduct with One Another.

A District Board is comprised of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals who have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as members may “agree to disagree” on particular issues.

A. In Public Meetings:

1. 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 a free democracy in action. Be respectful of diverse opinions.
2. Honor the role of the Presiding Officer in maintaining order and equity. Respect the Presiding Officer’s efforts to focus discussion on current agenda items. Objections to the Presiding Officer’s actions should be voiced politely and with reason.
3. Demonstrate effective problem-solving approaches. Directors have a public forum to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole. Directors are role models for residents, business people and other stakeholders involved in public debate.
4. Be respectful of other people’s time. Stay focused and act efficiently during public meetings.

B. In Private Encounters:

Treat others with respect to maintain public confidence in District government.