

Delta Mosquito and Vector Control District

— MANUAL of POLICIES —

POLICY TITLE
CODE OF ETHICS

POLICY NUMBER
1063

1063.1 The Board of Trustees of the Delta Mosquito and Vector Control District is committed to providing excellence in leadership that results 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 Trustees, the following rules shall be observed.

1063.1.1 The dignity, style, values and opinions of each Trustee shall be respected.

1063.1.2 Responsiveness and attentive listening in communication is encouraged.

1063.1.3 The needs of the District's constituents should be the priority of the Board of Trustees.

1063.1.4 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 professional staff members of the District.

1063.1.5 Trustees should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting and other negative forms of interaction.

1063.1.6 Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

1063.1.7 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 Trustees takes action, Trustees should commit to supporting said action and not create barriers to the implementation of said action.

1063.1.8 Trustees should practice the following:

1063.1.8.1 In seeking clarification on informational items, Trustees may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve decision-making.

1063.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager.

1063.1.8.3 In handling items relating to safety, concerns for safety or hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

1063.1.8.4 In presenting items for discussion at Board meetings, see Policy # 1062.

1063.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel,

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legal action, land acquisition and development, finances and programming, said concerns should be referred directly to the Manager.

1063.1.9 When approached by District personnel concerning District policy, Trustees should direct inquiries to the appropriate staff. The chain of command should be followed.

1063.2 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.

1063.2.1 When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

1063.2.2 Trustees should develop a working relationship with the Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

1063.2.3 Trustees 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.

1063.2.4 Trustees are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

1063.2.5 Trustees and administrative employees are given a minimum of two hours of Ethics training every two years, as required by California law, see Ethics Training Policy #1064.