



Pauma Valley Community Services District Administrative Procedures and Rules

Adopted: 12/15/2025

Board Member Code of Ethics & Conduct Policy

1. Purpose

The purpose of this Board Member Code of Ethics & Conduct Policy is to establish clear expectations for the ethical behavior, professionalism, and conduct of the Pauma Valley Community Services District (“District”) Board of Directors. As leaders of a small rural community services district, Board Members are entrusted with maintaining public confidence, acting in the best interests of the community, and supporting effective and transparent governance.

This policy supplements, but does not replace, the requirements of the Ralph M. Brown Act, the Public Records Act, the Political Reform Act, and other applicable laws.

2. Ethical Values

Board Members are expected to conduct themselves in accordance with the highest ethical standards and the following core values:

Integrity – Act honestly and in good faith at all times.

Transparency – Conduct District business openly and encourage public engagement.

Accountability – Take responsibility for decisions and actions as public officials.

Respect – Treat fellow Board Members, staff, and the public courteously and professionally.

Fairness – Make decisions impartially and free from favoritism or personal bias.

Professionalism – Maintain appropriate decorum and uphold the dignity of the office.

Fiscal Responsibility – Protect District resources and support sound financial practices.

Commitment to Public Service – Prioritize the community’s interests above personal interests.

Compliance with the Law – Adhere to the Brown Act, Public Records Act, FPPC regulations, and all other legal requirements governing special districts.

3. Standards of Conduct

A. Conduct During Board Meetings

To ensure productive and respectful meetings, Board Members agree to:

- Maintain a **respectful tone** at all times.
- Refrain from **personal attacks**, criticism of individual staff members, or confrontational behavior.
- Follow the **agenda structure** and stay on topic.

- Avoid **side conversations** or disruptive behavior during meetings.
- Respect and support the **role of the Chair** in facilitating meetings.
- Avoid “surprises” by communicating questions or concerns to the General Manager in advance whenever possible.

B. Board–Staff Relations

The District operates under a structure in which the **Board provides direction only to the General Manager**, who is responsible for daily operations, supervision of staff, and administration of District services. Therefore:

- Board Members should avoid directly supervising or instructing staff.
- Board Members may interact with staff socially or in routine District business but **must not direct work, give assignments, or request special projects**.
- All operational or administrative requests must be made through the **General Manager**.
- Board Members shall not contact District vendors, consultants, or contractors **without the prior authorization of the General Manager**.

This structure helps ensure efficiency, clear communication, and consistency in District operations.

C. Ethical Decision-Making

Board Members will:

- Act in the best interest of the District and the community as a whole.
- Avoid conflicts of interest and follow all FPPC regulations, including annual Form 700 disclosures.
- Maintain confidentiality of legally protected information.
- Base decisions on objective data, staff recommendations, public input, and District policy—not personal relationships or pressure.
- Support decisions once made by the Board, even if they personally disagreed.

4. Commitment to Civility and Respect

Board Members commit to fostering a culture of respect by:

- Listening to each other and the public with an open mind.
- Allowing others to speak without interruption.
- Expressing disagreement constructively and professionally.
- Treating all persons with dignity, regardless of opinion or background.

As representatives of a closely connected community, Board Members acknowledge the importance of approachability, fairness, and respectful communication.

5. Compliance and Acknowledgment

This policy is intended as a standard of conduct and a shared set of ethical expectations. It is not punitive in nature and does not establish disciplinary procedures. The Board may, at its discretion, address concerns informally through discussion and mutual agreement.

Each Board Member shall acknowledge this policy upon assuming office and reaffirm their commitment every two years, or as determined by the Board.

6. Review of Policy

This policy shall be reviewed at least every **two (2) years**, or as needed, to ensure alignment with best practices and legal requirements for California special districts.