

CARMICHAEL WATER DISTRICT

Directors' Policy Manual

POLICY TITLE: **Code of Ethics**

POLICY NUMBER: **9200**

9200.10 The Board of Directors (Board) of Carmichael Water District (District) is committed to providing excellence in legislative 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, the following rules shall be observed.

9200.11 The dignity, style, values, and opinions of each Director shall be respected.

9200.12 Responsiveness and attentive listening in communication is encouraged.

9200.13 The water needs of the District's constituents are the priority of the Board.

9200.14 The primary responsibility of the Board 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.

9200.15 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

9200.16 Directors 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.

9200.17 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 takes action, Directors should not create barriers to the implementation of said action.

9200.18 Directors should practice the following procedures:

- a. A Director seeking clarification on informational items from District staff, or desiring information to supplement, upgrade, or enhance their knowledge to improve legislative decision-making, should direct their request to the General Manager.
- b. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- c. In handling items related to safety, concerns for safety or hazards should be reported to the

General Manager. Emergency situations should be dealt with immediately by seeking assistance through District management staff.

d. In presenting items for discussion at Board meetings, see Policy 9440 Board Meeting Agenda.

e. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

9200.19 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

9200.20 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.

9200.21 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager.

9200.22 Directors should develop a working relationship with the General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.

9200.23 Directors 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.

9200.24 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

9200.30 District Policy Manual

The Board must comply with the District Policy Manual including but not limited to the following:

- a. Conflict of Interest Code
- b. Guidelines for Accepting and Providing Gifts, Entertainment, and Services
- c. Harassment, Discrimination, and Retaliation