

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4000

4000.1 The Board of Directors of the Rio Linda Elverta Recreation and Park District is committed to providing excellence in legislative leadership in order to deliver the highest quality of services to its constituents. To assist in the governance of the District, the Board shall encourage open and honest dialog while maintaining professional courtesy.

4000.1.1 The needs of the District's constituents should be the priority of the Board of Directors.

4000.1.2 The opinions of each Board of Director shall be respected.

4000.1.3 The primary responsibility of the Board of Directors 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.

4000.1.4 Directors should commit themselves to act professionally as a District representative.

4000.1.5 Directors should commit themselves to focusing on issues of the District.

4000.1.6 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 Directors take action, the District Administrator should commit to supporting said action.

4000.1.7 Directors should practice the following procedures:

4000.1.7.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4000.1.7.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Administrator.

4000.1.7.3 In handling items related to safety, concerns for safety or hazards should be reported to the District Administrator or the District Office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4000.1.7.4 In presenting items for discussion at Board meetings, see policy #5020.

4000.1.7.5 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 District Administrator.

4000.1.8 When approached by District personnel concerning specific District Policy, District Administrator should direct inquires to the appropriate staff supervisor. The chain of command should be followed.

4000.1.9 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.

4000.1.10 When responding to constituent request and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4000.1.11 Directors should develop a working relationship with the District Supervisors wherein current issues, concerns and District projects can be discussed comfortably and openly.

4000.1.12 Directors should function as a part of a whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4000.1.13 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.