



<u>Policy</u>	<u>Policy Number</u>	<u>Date Adopted</u>	<u>Date Revised</u>
BOARD OF DIRECTORS' CODE OF ETHICS	4010	9/11/2013	

Purpose

The Board of Directors of Beaumont-Cherry Valley Recreation & Park District is committed to providing excellence leadership that result in the provisions of the highest quality of services to its constituents. In order to assist in the behavior between and among member of the Board of Directors, the District has established rules to be observed.

Policy

The following rules shall be observed:

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District’s constituents are the priority of the Board of Directors.
- 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.
- Directors are responsible for monitoring the District’s progress in attaining its goals and objectives, while pursuing its mission.
- Directors are committed to emphasizing the positive and avoiding negative forms of interaction. (Double talk, hidden agendas, gossip, backbiting, etc).
- Directors are committed 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.
- 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 takes action, all Directors are committed to supporting said action and not to create barriers to the implementation of said action.

Directors practice the following procedures:

- In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement or enhance their knowledge to improve legislative decision-making.
- In handling complaints from constituents, said complaints will be referred directly to the General Manager.
- In handling items related to safety, concerns for safety or hazards will be reported to the General Manager or lead maintenance. Emergencies should be dealt with immediately by seeking appropriate assistance.
- In presenting items for discussion at Board meetings, see policy # 5020
- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programs said concerns will be referred directly to the General Manager.
- When approached by District personnel concerning specific District policy, Directors will direct inquiries to the appropriate staff supervisor. The chain of command will be followed.



- The work of the District is a team effort. All individuals will work together in the collaborative process, assisting each other in conducting the affairs of the District.
- When responding to constituent requests and concerns, Directors will be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- Directors will develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly. Both parties will pursue open communications and avoid public surprises.
- Directors will function as a part of a whole. Issues will be brought to the attention of the Board as a whole, rather than to individual members selectively.