HORNBROOK COMMUNITY SERVICES DISTRICT
Board of Directors Bylaws

POLICY TITLE: Board Conduct
POLICY NUMBER: 4100
ADOPTED:
AMENDED:

4100.01 Conflict of Interest
No Director shall make, participate in or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from doing so by the Political Reform Act of 1974 (Government Code Section 81000, et. Seq.), or any other law. A Director shall, when an agenda item is called, declare that he or she has a conflict of interest, state what the conflict of interest is, and shall remove him or herself from the Board room during the discussion. The Director's removal shall be noted on the record by the District Secretary, who shall also note the Director's return when the time is completed. The District shall adopt a separate Conflict of Interest Policy as required by law.

4100.02 Ethics
Directors shall at all times comply with the District's Ethics Policy for Board of Directors. Directors shall comply with the requirements of Government Code Section 53235 by receiving at least two hours of training in general ethics principles and ethics laws relevant to District service within 30 days of assuming office and every two years thereafter, and shall file with the District Secretary a copy of the certificate verifying the completion of such training.

4100.02 Other Training
Directors shall complete Sexual Harassment training for Supervisors as soon as possible upon the assumption of office, and every two years thereafter, and shall file with the District Secretary a copy of the certificate verifying the completion of such training. Board members shall avail themselves of available governance and Board leadership training when and if such can be supported in the District budget.

4100.03 Decorum
Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

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.

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

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

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.

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.