

## RCRC RESOLUTION 21-02

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE RURAL COUNTY REPRESENTATIVES OF CALIFORNIA APPROVING AND AUTHORIZING RCRC BOARD OF DIRECTORS CODE OF CONDUCT

#### RCRC Board Code of Conduct

##### **Introduction**

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The Board of Directors of the Rural County Representatives of California (RCRC) is committed to ensuring that its members perform their duties with integrity and respect; and honorably represent RCRC members, and the counties and public they serve. The following Code of Conduct establishes ethical standards and serves as a guide for Board Members' performance of the duties of office. The Code of Conduct was adopted by the Board of Directors on January 13, 2021.

##### **Members of the RCRC Board of Directors agree to abide by the following rules of conduct and behavior:**

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1. We are committed to the highest ideals of honor, integrity and due diligence.
2. We subscribe to the concepts of democratic, effective and efficient governance by responsible, knowledgeable members of the Board of Directors and Committees with the understanding that official decisions made, and actions taken are always made in the best interest of the organization's membership.
3. Accurate and timely communication is vital to our process. We will share information frequently, accurately, and succinctly.
4. We recognize our obligation to comply with the organization's Conflict of Interest policy and shall file annual statements as required by the policy and the Fair Political Practices Commission.
5. We recognize that we cannot participate in or attempt to influence a decision that could have a reasonably foreseeable impact on our personal or financial interests.
6. We do not accept gifts, favors or promises of future benefits that might compromise our independent judgment or action, or create the appearance of being compromised.
7. When participating in RCRC activities, we will treat all individuals, issues, and organizations in a fair and respectful manner.
8. We are sworn to act in accordance with all applicable laws of the United States and the State of California in the performance of our official duties. Not doing so may constitute serious misconduct.

9. We treat each other with mutual respect and remain civil, even when in disagreement. We offer constructive criticism to others directly and in a positive manner that respects individual dignity. We welcome constructive feedback to ourselves as an opportunity for professional improvement.
10. We are committed to maintaining an organization and a workplace that is free from unlawful discrimination and harassment. Board members shall act in accordance with RCRC's Anti-Harassment and Anti-Discrimination Policy (Section 702 of the RCRC Employee Handbook). While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited and will not be tolerated. Complaints alleging discrimination or harassment by or towards any Board member will be investigated promptly and as confidentially as possible by the President or their designee.
11. We abide by the processes and rules of order established by the RCRC bylaws and this code of conduct.
12. We accurately and honestly represent the official policies and positions of RCRC and make clear distinctions between such policy and our individual positions and opinions.
13. We respect the collective authority of the Board and shall not suggest anything is RCRC policy unless previously approved by the Board.
14. We adhere to the following regarding potential individual member county agenda requests:
  - a. Initial requests are to be made to the RCRC President/Chief Executive Officer (CEO), Chief Financial Officer (CFO), or a Vice President;
  - b. If staff has questions regarding the request for placement on the Board agenda, the request will be forwarded to the RCRC Officers for a determination; and
  - c. If necessary, the request will be presented to the RCRC Executive Committee for a determination of whether the request should be placed on the RCRC Board agenda.
15. We are obligated to protect the confidential nature of information provided in Closed Session. We are committed to compliance with the Brown Act, Public Records Act and all other applicable laws.
16. As Board members, we shall refrain from directing the day to day operations of RCRC staff, except as may be authorized by the President/CEO, CFO, or a Vice President.
17. The Board may discipline a member, including one who violates RCRC's Bylaws, commits a violation determined to be serious misconduct pursuant to this code of conduct or violates applicable laws.

All RCRC Board members are expected to abide by this code of conduct and the attached expectations regarding organizational culture.

*I hereby certify that the above Resolution was approved by the Board of Directors of the Rural County Representatives of California, on January 13, 2021.*

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Signature

Name: Supervisor Stacy Corless  
Title: 2021 RCRC Chair

## **ORGANIZATIONAL CULTURE**

### **Expectations of Board Members**

1. Always focus on what's best for the organization as a whole and represent the entire membership as well as your individual county.
2. Maintain good board relationships and visibly demonstrate respect for, and fairly represent, each other.
3. Be sensitive to your public image and conduct at all times.
4. Be respectful, open, candid, honest and fair:
  - a. Explain your perspective, rationale, and reasoning.
  - b. Remember that respect for debate, differing of opinion, and reasoning mitigates polarization.
5. Do your homework, be prepared when bringing an item to the Board, be as concise as possible, and don't repeat comments previously made by another Board Member.
6. Recognizing that the Board is the staff's priority:
  - a. Provide clear direction to staff.
  - b. Recognize that expressing concerns to staff is appropriate but does not constitute policy direction.
  - c. Recognize the sensitivity of personnel matters; direct all personnel concerns or complaints to the President/CEO or CFO and do not publicly discuss personnel issues.
7. Briefly provide Board Member report backs/comments/issues during member county concerns.

8. When interacting with individuals or other agencies, clarify that you are only one of 36 decision makers.

### **Expectations of Staff**

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1. Provide excellent service to the Board and show respect to the Board and the public.
2. Accept full ownership for your assigned responsibilities.
3. Present accurate and thorough staff reports:
  - a. Give pros, cons, alternatives, and a recommendation when appropriate.
  - b. Stay well organized and manage your time wisely.
4. While remaining in compliance with the Brown Act, apprise Board Members in advance of:
  - a. Meetings and special projects in, as well as staff visits to, their counties.
  - b. Any controversial issues or conversations; don't surprise the Board, especially on any "hot button" issues.
  - c. Any "bad news".
  - d. Deadlines that are slipping and why.
5. Set realistic deadlines, be proactive with regard to issues that need to be resolved and produce timely documents.
6. Work cooperatively, demonstrate cooperation among staff, support each other, and be sensitive to each other's workloads.
7. Be loyal to the organization and be sensitive to your public image and conduct at all times.
8. Do not participate in political activity while on duty.