

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	GENERAL INFORMATION CHAPTER II-21
Originating Agency: BOS	Last Issued/Revised July 12, 2022	CODE OF CONDUCT FOR MEMBERS OF BOARDS AND COMMISSIONS
Policy Change Requires: <input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval		

POLICY

It is the policy of the Board of Supervisors to hold public meetings in accordance with the requirements of the Brown Act (Government Code section 54950 et seq.) and any other applicable governing legislation. The Board is committed to the highest standards of conduct by and among its elected and appointed county officials in the performance of their duties on County Boards and Commissions and the Board seeks to ensure that promoting the common good is the hallmark of the decision-making process. A code of conduct for County appointed board and commission members will help ensure public meetings are conducive to civil discourse, including with respect to controversial matters and disparate viewpoints which is the cornerstone of representative democracy and essential to effective decision-making.

GENERAL PROVISIONS

I. Applicability of Code of Conduct

This Code of Conduct is adopted pursuant to Government Code section 25003 and shall apply to all Board and Commission members appointed by the County of Ventura Board of Supervisors (Hereinafter referred to as Appointee(s)).

Except as otherwise provided by law, the failure to strictly observe application of the Code of Conduct shall not affect the jurisdiction of the Board or Commission or invalidate any action taken at a meeting that is otherwise held in conformity with law.

II. Code of Conduct

- a. **Discrimination:** There shall be no discrimination of any individual because of race, color, national origin, religion (creed), gender, gender expression, age, sexual orientation, marital status, native language, functional limitation, or any other characteristic protected by law.

- III. Each appointee shall adhere to the following principles:
1. Promote decisions that serve the public interest and promote the greatest public good.
 2. Actively promote public confidence in county government through their actions.
 3. Recognize and support the public's right to know the public's business.
 4. Involve citizens in the decision-making process and welcome divergent points of view.
 5. Respond to the public in ways that are complete, clear, and easy to understand.
 6. Maintain a respectful attitude toward the public, employees, other public officials, and colleagues.
 7. Respect and protect privileged confidential information (i.e., personnel matters, litigation).
 8. Be a good listener, carefully considering all opinions and points of view.
 9. Be informed on the background on issues before your commission or board.
 10. Work in partnership with other governmental agencies, political subdivisions, and organizations to further the interest of the county. However, no board or commission member shall hold themselves out as representing the County to any state, county, city, special district or school district, agency or commission, nor to any other organization or members of the public, on any matter unless specifically authorized to do so by the Board of Supervisors.
 11. Reference to an appointed position or title will only be used when attending official meetings or functions and in no case shall the appointed title be used to promote or advance personal or political interests.
 12. Avoid outside interests that will interfere or conflict with maintaining an objective and impartial perspective.
 13. Carefully guard against conflict of interest or its appearance in actions or decisions.
 14. Accepting gifts, services, or any object of value from any source offered to influence a decision is prohibited.
 15. Efforts to influence or attempt to influence other officials to act in a manner benefiting personal/financial interests are prohibited.
 16. Evaluate recommendations (or decisions) to identify the best service, product, or alternative at minimal cost without sacrificing quality or fiscal responsibility.
 17. Comply with all laws, ordinances, policies and regulations applicable to an appointed official and those governing the conduct of meetings.