
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Code of Conduct
POLICY NUMBER: 1030

1030.1 Trustees shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Trustees. Information may be requested from staff or exchanged between Trustees before meetings in accordance with State and Federal laws. District staff shall send Board agendas and packets no later than five (5) days prior to any regular meeting of the Board of Trustees.

1030.1.1 Information exchanged before meetings shall be distributed through the District Manager, and all Trustees will receive all information being distributed.

1030.1.2 Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

1030.2 Trustees shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board of Trustees meetings.

1030.3 Trustees shall defer to the chairperson for conduct of meetings of the Board of Trustees, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board of Trustees.

1030.4 Trustees may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

1030.5 Trustees shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Trustees should not abstain from the Board of Trustee's decision-making responsibilities.

1030.6 Requests by individual Trustees for substantive information and/or research from District staff will be channeled through the District Manager.