
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Board of Trustees Ethics Committee
POLICY NUMBER: 1110

1110.1 The Butte County Mosquito and Vector Control District Board of Trustees hereby establishes an Ethics Committee of the Board of Trustees.

1110.2 The Ethics Committee shall be comprised of the Board of Trustees officers (President, Vice President, Secretary, and Assistant Secretary) and one other Trustee to be selected each year by a vote of the Board of Trustees at the first meeting of each calendar year.

1110.3 Purpose and Goal: The purpose of the Ethics Committee shall be to receive and investigate complaints concerning any member of the Board of Trustees and to make recommendation to the Board as appropriate for a Trustee’s alleged failure to adhere with Board Policy No. 1020, No. 1060, No. 1040.2, and No. 1040.4. The goal is for the process to result in positive future conduct, and the process should not constrict flexibility, creative dialogue and solutions.

1110.4 Minimum Standards of Conduct: Trustees shall conduct themselves in accordance with the following ethical standards:

1110.4.1 Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, Trustees will work for the common good of the people of District and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Board of Trustees.

1110.4.2 Comply with both the spirit and the letter of the Law and District Policy. Trustees shall comply with applicable Federal and State law in the performance of their public duties. These laws include, but are not limited to: The United States and California constitutions; laws pertaining to conflicts of interest, financial disclosures, employer responsibilities, sexual harassment prevention and open processes of government and District policies.

1110.4.3 Conduct of Trustees. The standard for professional and personal conduct expected of Trustees is detailed in Board Policy No.1020 (Code of Ethics), No.1030 (Code of Conduct), No. 1040.2 and No. 1040.3 (Board Meeting Attendance).

1110.5 Complaint Process

1110.5.1 Complaints from other Trustees should be directed to the Ethics Committee Chair in writing and signed. Complaints from others should be in writing but may be kept confidential. Complaints directed at the Committee chair should be made to any other Committee member.

1110.5.2 For complaints directed at any committee member that member shall be recused from participating in the proceedings as a committee member.

1110.5.3 The pros and cons of the complaint and attempting to intercede will be discussed by the Ethics Committee.

1110.6 Complaint Investigation: The committee will investigate the issue(s). The perspectives of all parties will be sought and considered.

1110.7 The committee will evaluate the facts and make findings and provide recommended actions which may include recommendation(s) to the Board of Trustees on one or more of the following:

- Implement procedural or educational solutions.
- Provide additional counseling (Trustees).
- Place restrictions on privileges/assignments (Trustees).
- Refer the matter to the Trustee's appointing authority.
- Refer the matter to legal counsel for further direction, as appropriate.