

<b>COUNTY OF SHASTA</b>		Number
<b>ADMINISTRATIVE MANUAL</b>		1-104
SECTION:	General Administration	<b>Board of Supervisors Code of Conduct</b>
INITIAL ISSUE DATE:	March 26, 2024	
LATEST REVISION DATE:	March 26, 2024	
PAGE NO:	1 of 3	

**INTRODUCTION**

The Shasta County Board of Supervisors (“Board”) is committed to ensuring that its members perform their duties with integrity and respect; and honorably represent the County of Shasta and the public they serve. The following Code of Conduct and Organizational Culture Expectations establishes ethical standards and serves as a guide for Board Members’ performance of the duties of office. This policy outlines practices that build and sustain positive Board relationships and define a culture of quality, equity and respect. It shall serve as the Board’s voice on the matters discussed herein. It supplements existing policies and procedures, including, but not limited to, Chapter 22 of the Personnel Rules “Policy Against Discrimination and Harassment”, Chapter 40 of the Personnel Rules “Code of Conduct and Commitment to Public Service”, Administrative Policy 1-101 and 1-105 and is to be interpreted so as to give effect to all such policies.

**CODE OF CONDUCT AND ORGANIZATIONAL CULTURE EXPECTATIONS**

**Members of the Shasta County Board of Supervisors agree to abide by the following Code of Conduct:**

1. We are committed to the highest ideals of honor, integrity, and due diligence, and shall be sensitive to our public image and shall adhere to this Board of Supervisors’ Code of Conduct as well as Chapter 40 of the Personnel Rules “Code of Conduct and Commitment to Public Service”.
2. We are committed to maintaining an organization and a workplace that is dedicated to providing a work environment free of harassment, discrimination and retaliation, and shall act in accordance with the County’s Policy Against Discrimination and Harassment (Chapter 22 of the Shasta County Personnel Rules).
3. We subscribe to the concepts of democratic, effective, and efficient governance by responsible, knowledgeable members of the Board of Supervisors with the understanding that official decisions made, and actions taken are always made in the best interest of public service.
4. Accurate and timely communication is vital to our process. We will share information frequently, accurately, and succinctly.
5. We recognize our obligation to comply with the laws concerning conflicts of interest and shall file annual statements as required by law.
6. 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.

<b>COUNTY OF SHASTA</b>		Number
<b>ADMINISTRATIVE MANUAL</b>		1-104
SECTION:	General Administration	<b>Board of Supervisors Code of Conduct</b>
INITIAL ISSUE DATE:	March 26, 2024	
LATEST REVISION DATE:	March 26, 2024	
PAGE NO:	2 of 3	

7. We abide by the processes and rules of order established by Board policy and this code of conduct.
8. We accurately and honestly represent the official policies and positions of Shasta County and make clear distinctions between such policy and our individual positions and opinions. In doing so we will be respectful, open, candid, honest and fair and shall strive to:
  - a. Explain our perspective, rationale, and reasoning.
  - b. Remember that respect for debate, differing of opinion, and reasoning mitigates polarization.
9. We will focus on what is best for Shasta County as a whole and represent the entire County as well as our individual districts.
10. We respect the collective authority of the Board and shall not suggest anything is Board policy unless previously approved by the Board. When interacting with individuals or other agencies, we will communicate that we are only one of five decision makers.
11. We will adhere to Board policy concerning the placing of items on Board of Supervisors' agendas.
12. We will be prepared when bringing an item to the Board, be as concise as possible, and strive not to repeat comments previously made by another Board Member.
13. We will briefly report on issues of Countywide significance when Supervisor Reports are on a Board meeting agenda.
14. 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.
15. As Board members, we shall recognize that the Board is the staff's priority and strive to:
  - 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 Director of Support Services and do not publicly discuss personnel issues.
  - d. Respect the authority of the County Executive Officer, Elected Officials and Department Heads to provide operational oversight and refrain from directing the day-to-day operations of County staff.

The Board may censure a member, or take such additional or other action within the Board's legal authority,

<b>COUNTY OF SHASTA</b>		Number
<b>ADMINISTRATIVE MANUAL</b>		1-104
SECTION:	General Administration	<b>Board of Supervisors Code of Conduct</b>
INITIAL ISSUE DATE:	March 26, 2024	
LATEST REVISION DATE:	March 26, 2024	
PAGE NO:	3 of 3	

against a member who violates this Code of Conduct, the rules or policies established by the Board of Supervisors, Chapter 22 of the Personnel Rules “Policy Against Discrimination and Harassment”, Chapter 40 of the Personnel Rules “Code of Conduct and Commitment to Public Service”, or other applicable laws.

All Board members are expected to abide by this Code of Conduct and participate in periodic training related to ethics laws, as required by California law.

**REFERENCES**

BOS Policy Resolution No. 2024-01—03/26/2024  
 Government Code section 54950 *et seq.*