Beach Cities Health District
A Public Agency

Live Well. Health Matters.

POLICY TITLE: CODE OF ETHICS
POLICY NUMBER: 2180

COMMITTEE APPROVAL DATE:	12/1/2025	**WRITTEN/REVISED BY**:	T. BAKALY
BOARD APPROVAL DATE:	01/28/2026	**SUPERSEDES:**	11/20/2019

POLICY:

2180 It is the policy of the Beach Cities Health District ("District") Board of Directors to provide excellence in policy leadership that results in the provision of the highest quality of services to its constituents. These guidelines reflect the District's **Resolution 593 on Elevating the Principles of Civility**: listen first; respect different opinions; be courteous, disagree constructively; and deliberate the policy, do not debate the person.

GUIDELINES:

2180.1 In order to assist in the government of the behavior between and among members of the Board of Directors, the following shall be observed.

2180.1.1 The dignity, style, values and opinions of each Director shall be respected.

2180.1.2 Responsiveness and attentive listening in communication is encouraged.

2180.1.3 The needs of the District's constituents shall be the priority of the Board of Directors.

2180.1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

2180.1.5 Directors shall commit themselves to emphasizing a collaborative and constructive approach and to treating others with respect

2180.1.6 Directors shall commit themselves to focusing on issues. The presentation of the opinions of others shall be encouraged. Cliques and voting blocs shall be avoided.

2180.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, however, Directors shall commit to supporting said action and not to create barriers to the implementation of said action.

2180.1.8 Board members shall at all times comply with the Brown Act.

2180.2 Directors shall practice the following procedures:

2180.2.1 In seeking clarification on informational items, Directors may contact the Chief Executive Officer to obtain information needed to supplement, upgrade, or enhance their knowledge to improve decision-making. The Chief Executive Officer will respond in a timely manner with all pertinent information.

2180.2.2 In handling complaints from residents of the District, Board members may acknowledge or respond courteously and directly to said complaints but all complaints should be referred to the Chief Executive Officer.

2180.2.3 When responding to constituent requests, complaints or concerns, Directors shall be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel. Directors are not expected to know all operational details or have the reported outcome. However, the Board may let constituents know that they or the Chief Executive Officer will follow up with a timely response.

2180.2.4 In handling items related to safety, concerns for safety or hazards shall be reported to the Chief Executive Officer or to the District office. Emergency situations shall be dealt with immediately by seeking appropriate assistance.

2180.2.5 In presenting items for discussion at Board meetings, see Policy 2070, Board Meeting Agenda.

2180.2.6 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns shall be referred directly to the Chief Executive Officer.

2180.3 When approached by District personnel concerning specific District policy, Directors shall direct inquiries to the Chief Executive Officer. The chain of command and the grievance policy (Policy 3835, Employee Conduct and Working Environment) shall be followed.

2180.4 The work of the District is a team effort. All individuals shall work together in the collaborative process, assisting each other in conducting the affairs of the District.

2180.4.1 Directors shall develop a working relationship with the Chief Executive Officer wherein current issues, concerns and District projects can be discussed comfortably and openly.

2180.4.2 Directors shall function as a part of the whole. Issues shall be brought to the attention of the Board as a whole during Board meetings, rather than to individual members selectively.

2180.4.3 Directors may not endorse a candidate or issue while representing them as a member of the Board of Directors. If a Director endorses a candidate or issue, it must be made clear that the endorsement is being done as an individual and not on behalf of the District. Board endorsement of an issue must follow Policy 2160, Board Advocacy.

2180.5 Directors shall not disclose confidential information that has been acquired by being present in a closed session of the Board to a person not entitled to receive it, or any document that is exempt from public disclosure under the Public Records Act, unless the Board authorizes the disclosure of the confidential information or document. In the event of a willful disclosure by a Board Member of confidential information acquired by being present at a closed session of the Board, in violation of Government Code Section 54963, the Board may also refer the Board member to the grand jury, to the extent permitted by law.

2180.6 It is the intent of the Board to educate, and where necessary, discipline Board members who violate this Code of Ethics. Discipline shall be progressive, from the least punitive to the most punitive measures, unless the Board believes progressive discipline does not provide the appropriate sanction because of the gravity of the offense, or because the Board does not believe the sanction would deter future misconduct.

2180.6.1 Discipline may include any of the following (ranging from the least punitive to the most punitive):

2180.6.1.1 An Advisory Letter, advising the Board member of the conduct that violated the Code of Ethics
2180.6.1.2 An Admonition Letter, with or without corrective action (such as education, training or other requirements)
2180.6.1.3 Public Censure at a Board meeting, with or without corrective action. Public Censure is a formal, public reprimand for an infraction or violation.

2180.6.2 As an alternative to the Board making a finding that discipline is warranted, the Board may refer the issue of the potential violation of the Code of Ethics to an ad hoc committee of less than a quorum of the Board. (District Bylaws, Article V., Sections 1 and 4)

2180.6.2.1 The ad hoc committee would be required to investigate whether a violation of the Code of Ethics occurred.

2180.6.2.2 The ad hoc committee would then make a recommendation to the Board as to whether the Code of Ethics has been violated, whether discipline is warranted and, if so, what level of discipline is warranted. The recommendation would be advisory in nature and the ad hoc committee would not have the power to take any action; provided, however, that in connection with making its recommendation to the Board, the ad hoc committee may also provide an advisory letter to the investigated Board member, informing such Board member of its findings relating to its recommendation to the Board and its investigation into whether the Code of Ethics was violated.

2180.6.2.3 The ad hoc committee would automatically dissolve after making its recommendation to the Board, unless the matter was continued by the Board.

2180.6.3 In all instances, the totality of the circumstances shall be taken into consideration in resolving a matter, including the intent of the one accused of violating the Code of Ethics. This Code does not prevent informal resolution of minor infractions, such as by immediate corrective action of the possible misconduct.