



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

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POLICY TITLE: **Board Member Governance, Conduct, and Orientation Policy**

POLICY NUMBER: **1020**

ADOPTED BY BOARD OF DIRECTORS: **12/22/25**

**1020.1 Purpose** The purpose of this policy is to establish clear expectations, ethical standards, communication practices, and onboarding requirements for all Directors of the Heather Glen Community Services District (“District”). This policy consolidates all legal, behavioral, and transparency requirements for serving on the Board, including updated Brown Act obligations effective January 1, 2026. In the event of any conflict between this policy, the District’s bylaws, or applicable law, the District’s bylaws and applicable law shall control.

This policy applies to all elected, appointed, and provisionally appointed Directors.

### **1020.2 Role of the Board of Directors**

#### **1020.2.1 Responsibilities**

The Board is responsible for:

- Establishing policy
- Setting strategic direction
- Approving the budget
- Providing oversight of District operations
- Representing the public interest

Individual Directors **shall not** direct District Personnel, intervene in operational matters, or act independently on behalf of the District unless specifically authorized by Board action.

#### **1020.2.2 Officer Roles and Terms**

Board officers (President and Vice President) are selected from among the Directors and serve pursuant to the District’s bylaws. Officer roles do not constitute separate offices and do not alter a Director’s elected or appointed Board term.

Directors appointed to fill a vacancy serve the remainder of the unexpired term unless otherwise required by law.

Removal or replacement of a Director from an officer role does not constitute disciplinary action and does not affect the Director’s Board membership.

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## HEATHER GLEN COMMUNITY SERVICES DISTRICT

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### 1020.3 Ethical Standards & Conflict of Interest Requirements

**1020.3.1 Political Reform Act & Form 700** All Directors shall comply with the Political Reform Act, including annual and assumed/leave-office **Form 700** filings.

#### 1020.3.2 AB 1234 Ethics Training

Directors must complete AB 1234 ethics training:

- Within 12 months of assuming office
- Every two years thereafter

Proof of completion shall be submitted to District Personnel for recordkeeping.

**1020.3.3 Conflicts of Interest** Directors shall disclose conflicts and recuse themselves from decisions when required. Directors shall avoid gifts, benefits, or relationships that may impair impartial judgment.

**1020.3.4 Closed Session Confidentiality** Directors must protect the confidentiality of closed-session discussions. Breaches constitute grounds for censure or other lawful Board actions.

### 1020.4 Brown Act Compliance

#### 1020.4.1 Delivery of Brown Act to Directors (SB 707 Requirement)

Upon taking office, each Director **shall be provided a current copy of the Ralph M. Brown Act**, per Government Code §54952.7 as amended by SB 707. District personnel shall provide document delivery.

#### 1020.4.2 Meeting Participation

Directors shall comply with all Brown Act requirements, including:

- Notice and agenda posting
- Public accessibility
- Teleconferencing rules (traditional or SB 707 alternative framework, as adopted by the District)

#### 1020.4.3 Avoiding Violations



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

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Directors must avoid discussions or communications that would create:

- Serial meetings
- Undisclosed meetings
- Improper deliberations outside agendized sessions

### 1020.5 Public Records & Transparency Requirements

**1020.5.1 Public Records Act (PRA)** All writings, emails, text messages, or digital documents concerning District business—**regardless of device or platform**—may constitute public records.

**1020.5.2 Use of District Communication Channels** Directors are encouraged to use District-provided communications for District business whenever feasible.

**1020.5.3 Record Retention** Directors shall preserve records in accordance with the District's retention schedule. Destruction of records must only occur per adopted policy.

### 1020.6 Communication Standards (Email, Texting, Social Media)

**1020.6.1 Serial Meeting Prohibition** Directors shall not communicate about District business with a majority of the Board outside a properly noticed meeting, regardless of platform.

**1020.6.2 Social Media Use (SB 707)** Directors may communicate with **the public** on social media regarding District matters, but shall not:

- Interact with a majority of the Board in any online thread
- “Like,” comment on, repost, or otherwise participate in conversations that involve a majority of Directors
- Use social media in ways that could form a serial meeting

### 1020.6.3 Public Communication Conduct

Directors shall:

- Communicate respectfully
- Avoid claiming to speak for the Board unless authorized
- Avoid directing District personnel individually



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

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### 1020.7 Meeting Conduct & Expectations

Directors are expected to:

- Attend and participate in meetings
- Arrive prepared and informed
- Respect fellow Directors, the public, and District personnel
- Follow adopted procedural rules
- Exhibit professional conduct and decorum

### 1020.8 Board Member Onboarding Requirements

**1020.8.1 Required Materials to Be Provided** Within seven (7) days of seating, District personnel shall provide:

- Current copy of the Ralph M. Brown Act
- This Governance & Orientation Policy
- Governance Handbook or Board Policy Manual
- Conflict of Interest Code and Form 700 filing instructions
- Current Board Meeting Calendar
- Contact information for District personnel and Directors
- Overview of District services (water, road, sewer)
- Current budget summary
- Access to meeting archives

**1020.8.2 Orientation Meeting (Optional)** Within sixty (60) days of assuming office, the Director shall request to meet with designated District personnel or consultants to review:

- Brown Act and SB 707 updates
- Public Records Act obligations
- District operations and service responsibilities
- Board meeting procedures and expectations
- Budget and financial basics
- Active District projects

### 1020.8.3 Mandatory Trainings

- AB 1234 Ethics Training (within 12 months; biennially thereafter)
- Harassment training (only if the District employs staff, is required by law, or

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## HEATHER GLEN COMMUNITY SERVICES DISTRICT

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- adopted by District policy)
- Optional governance training recommended (CSDA, SDRMA, etc.)

### 1020.9 Ongoing Director Compliance

#### Annual Requirements

- Form 700 annual statement
- Review policy updates
- Brown Act refresher training
- Confirm contact information with District personnel
- Review communication transparency rules

#### Biennial Requirements

- AB 1234 Ethics Training renewal
- Conflict of Interest Code review (if applicable)

**1020.10 Corrective Action for Policy Violations** Any corrective action under this policy shall be considered at a noticed meeting, with the affected Director provided an opportunity to respond, consistent with applicable law and due process.

Violations of this policy may result in:

- Informal counseling
- Written warning
- Public censure
- Removal from committees or Board representations
- Other lawful corrective measures

### 1020.11 Director Acknowledgment

**I acknowledge receipt of this policy, the Ralph M. Brown Act, and all required onboarding materials.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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## **Appendix A — Internal Board Operations & Conduct Guidelines**

*These are internal Best Practices guidelines, and may be updated as needed.*

### **1 Avoiding Serial Meetings**

- Do not discuss Board business with more than one other director outside a noticed meeting.
- Do not use email, text, social media, or intermediaries to develop a collective position.

### **2 Communications with District Personnel or Contractors**

- Individual directors may request information or updates from the General Manager or designated contractors.
- Direction to staff may only be given by the **full Board** during a **noticed meeting**.

### **3 Meeting Preparation**

- Review agenda packets before meetings.
- Request additional information from staff early enough to avoid Brown Act violations.
- Notify the Board President if you will be absent.

### **4 Public Interactions**

- Directors may listen to constituent concerns at any time.
- Directors shall not commit the Board to any action outside a public meeting.
- Directors may ask staff to follow up on public concerns or request agenda items at the appropriate time.

### **5 Ethical and Legal Compliance**

- Directors shall comply with all conflict-of-interest laws, including the Political Reform Act and Government Code § 1090.
- Directors shall complete legally required ethics training (AB 1234) every two years.
- Directors shall maintain confidentiality of closed session discussions.



**Internal SOP**

**Director Onboarding & Compliance Checklist**

**Heather Glen Community Services District**  
**Maintained by: District personnel**

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**A. New Director Onboarding Tasks**

**1. Required Materials (Deliver within 7 days)**

- Ralph M. Brown Act (latest version)
- Unified Board Member Governance & Orientation Policy
- Governance Handbook / Board Policies Manual
- Conflict of Interest Code + Form 700 instructions
- Board Meeting Calendar
- Directory of Directors & District personnel
- District Services Overview (water/road/sewer)
- Current budget overview
- Access to agenda/minutes archive

**Delivery Date:** \_\_\_\_\_

**District Personnel Initials:** \_\_\_\_\_

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**2. Administrative Setup**

- Create or assign District email account
  - Add Director to agenda packet distribution list
  - Add Director to District website "Board Members" page
  - Provide access to prior packets, agendas, and recordings
  - Provide any teleconference/Zoom access info (if used)
  - Update Board roster
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## HEATHER GLEN COMMUNITY SERVICES DISTRICT

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### 3. Orientation Meeting (If Requested)

- Schedule meeting within 60 days
- Review Brown Act + SB 707 changes
- Explain teleconferencing rules (District-adopted method)
- Review PRA obligations and recordkeeping
- Provide District services & operational overview
- Review budget and financial basics
- Explain meeting procedures and expectations
- Discuss active projects and upcoming decisions

**Orientation Date:** \_\_\_\_\_

**District Personnel Initials:** \_\_\_\_\_

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### 4. Mandatory Trainings

- AB 1234 Ethics Training — Due by: \_\_\_\_\_
  - Harassment Prevention Training (if applicable) — Due by: \_\_\_\_\_
  - Optional governance training (CSDA/SDRMA) — Scheduled: \_\_\_\_\_
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### 5. Acknowledgment & Filing

- Signed acknowledgment of Governance Policy
- Signed acknowledgment of Brown Act delivery

**Filed Date:** \_\_\_\_\_

**District Personnel Initials:** \_\_\_\_\_

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### B. Annual Director Compliance Checklist

- Form 700 annual filing submitted
  - Policy updates provided to Director
  - Brown Act refresher discussed/completed
  - Director's contact information confirmed
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- PRA and communication rules re-reviewed
- District website Board roster updated
- Meeting participation reviewed (attendance log)

**Completion Date:** \_\_\_\_\_

**District Personnel Initials:** \_\_\_\_\_

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### C. Biennial Tasks

- AB 1234 Ethics Training renewal logged
- Conflict of Interest Code review (if applicable)
- Governance Policy review (recommended)

**Completion Date:** \_\_\_\_\_

**District Personnel Initials:** \_\_\_\_\_

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### D. Optional Support Items

- Provide legislative or regulatory update summaries
- Provide updates on major District projects
- Offer governance conference or webinar opportunities
- Conduct 6-month and 12-month check-ins