

AGENDA ITEM 6.E.

MEETING: February 24, 2026
TO: Trinity LAFCo Commissioners
FROM: Colette Santsche, Executive Officer
SUBJECT: LAFCo Code of Conduct Policy Update

BACKGROUND

Government Code (GC) Section 56300(a) requires each LAFCo to adopt written policies and procedures. Trinity LAFCo's Policies and Procedures, adopted April 20, 2021 (Resolution No. 2021-03), establish the framework for the Commission's administrative processes and operational practices.

DISCUSSION

The Commission's Policies and Procedures were last comprehensively updated in 2021 and can be found on the Commission's website www.trinitylafco.org. LAFCo staff is proposing the addition of Section 1.13, *Responsibilities of Commissioners*, to formally establish standards related to Commissioner decorum, ethical conduct, and enforcement procedures.

The proposed policy is intended to:

- Clarify expectations regarding professional conduct and meeting decorum;
- Reinforce statutory obligations, including the exercise of independent judgment;
- Establish clear standards regarding representation of the Commission; and
- Provide a defined process for addressing violations.

The proposed policy language is included as Attachment A.

RECOMMENDATION

Staff recommends the Commission adopt Section 1.13, *Responsibilities of Commissioners*, as presented in Attachment A, with any revisions as directed by the Commission, and direct staff to incorporate the section into the Commission's Policies and Procedures.

Attachments:

- A) Proposed Code of Conduct Policies

Proposed Code of Conduct Policies

1.13 RESPONSIBILITIES OF COMMISSIONERS

1.13.1 Commissioner Decorum:

(a) Each Commissioner shall:

1. Prepare for meetings by reviewing agenda materials and understanding the issues to be considered.
2. Direct questions regarding agenda items or operational matters to the Executive Officer prior to meetings whenever possible.
3. Maintain the confidentiality of information properly designated as confidential, including matters discussed in closed session as provided by law.
4. Treat fellow Commissioners, staff, and members of the public with courtesy and respect, including listening without interruption and using professional language.
5. Keep remarks relevant, concise, and limited to agenda items during meetings.
6. Refrain from personal attacks, abusive conduct, or statements attacking the character or motives of others.
7. Act impartially and in the best interests of the public, exercising independent judgement on behalf of the residents, property owners and the public as a whole, consistent with Government Code Section 56331.4, the Political Reform Act, and all applicable laws.
8. Respect Commission decisions. Once action is taken, Commissioners shall not obstruct implementation except through lawful reconsideration authorized by Government Code Section 56895 and consistent with Commission policy.
9. Provide fair and equal treatment of all persons and matters before the Commission.

1.13.2 Standards of Conduct:

(a) Each Commissioner shall:

1. Faithfully discharge the duties of office and uphold the Constitution of the United States and the State of California.
2. Comply with all applicable federal, state, and local laws, including conflict of interest, campaign, and lobbying laws, and with Trinity LAFCo Policies.
3. Avoid financial, business, or personal relationships that create actual or apparent conflicts of interest.
4. Avoid actions that exceed the authority of office or create the appearance of impropriety.
5. Not make commitments or representations on behalf of LAFCo unless authorized by the Commission.

6. When expressing personal opinions, clearly indicate they do not represent LAFCo unless authorized to speak on its behalf.
7. Use LAFCo resources only for official business and in compliance with applicable law and policy.

1.13.3 Enforcement of Decorum and Conduct Policy:

- (a) Presiding Officer Authority. The presiding officer shall maintain order and may call attention to violations of this policy during a meeting.
- (b) Commission Review. Alleged violations may be placed on a future agenda for Commission consideration. Upon a super-majority vote finding a violation, the Commission may impose one or more of the following actions:
 1. Issue a written warning;
 2. Adopt a resolution of censure;
 3. Remove the Commissioner from committee assignments, as applicable;
 4. Deny or reduce stipends or reimbursement associated with the meeting at which the violation occurred, as applicable.
- (c) Motion to Enforce. If the presiding officer fails to act, any Commissioner may move to enforce this policy. A super-majority vote shall direct enforcement and may designate another Commissioner to preside for that limited purpose.