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[number] days, after incurring the expense.

Directors attending functions consistent with Item 4 above, or other prior approved event shall submit reports to District on the meeting(s), in conjunction with the District's Policy on Board member Training, Education, and Conferences/Off Site Non-District Meetings.

10.6 It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following: (a) the loss of reimbursement privileges; (b) restitution to the District; (c) civil penalties for misuse of public resources pursuant to Government Code Section 8314; and (d) prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code.

11 MEMBERS OF THE BOARD OF DIRECTORS

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from the General Manager or his/her designee.

11.1 Exchanging Information

Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

11.2 Courteous Conduct

Directors shall at all times conduct themselves with courtesy and respect to each other, to staff and to members of the audience present at Board meetings. Just as is expected of all employees, Directors need to at all times conduct themselves

ethically, with scrupulous regard for the highest standards of conduct and personal integrity. Directors need to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and refrain from any illegal, dishonest, or unethical conduct.

11.3 Discussions

Directors shall defer to the Chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda during the meeting. All comments should be brief and confined to the matter being discussed by the Board.

11.4 Brief Comments into Minutes

Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

11.5 Conflict of Interest

Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities. Potential conflict of interest must be declared by the Director prior to the Board's initiation of discussion on the item. Thereafter, the conflicted Director may not participate in any way, directly or indirectly, in the ensuing discussion and vote.

11.6 Requests for Information

Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

11.7 Prohibition against Disclosure of Information Obtained in Closed Session

All documents prepared for and distributed in closed session, and all discussions among Board members and with authorized staff during closed sessions remain confidential pursuant to the terms of the Brown Act. [Cal. Gov. Code 54963]

Likewise, what occurs in a closed session is confidential, and Board members who have participated in such a closed session may not disclose the content of any of the matters discussed. As part of their oath, all Board members have an obligation to protect the confidentiality of information received during a closed session. A disclosure of such information would exceed the scope of his/her respective authority and potentially subject him or her to personal liability, as well as possible criminal penalties.

In addition, the Attorney General of California has opined that the Brown Act itself precludes the disclosure of information received in closed session, and if a Board member discloses such information he or she has violated Government Code Section 54959 which is a misdemeanor.

It has also been noted in various Attorney General Opinions that there are various methods of curbing unauthorized and improper disclosures of information received in closed session. The Attorney General has indicated that possible sanctions that may be imposed upon a person who discloses confidential information include barring that person as a Board member from participating in future closed sessions. (See *Hamilton v. Town of Los Gatos*, *supra*, 213

Cal.App.3d at 1054), obtaining an injunction against the person's public disclosures (see §54960; *Sacramento Newspaper Guild v. Sacramento County Board of Supervisors*, *supra*, 263 Cal.App.2d at 46; *City Council v. Superior Court*, *supra*, 204 Cal.App.2d at 73), or filing an accusation against the person for 'willful or corrupt misconduct in office' (§ 3060; see *People v. Tice* (1956) 144 Cal.App.2d 750, 754). [80 Ops.Cal.Atty.Gen 231 citing 76 Ops.Cal.Atty.Gen 289.]

This policy authorizes the board of directors, upon a majority vote, to pursue any or all of the remedies specified in this policy to prevent further disclosures of confidential information by board members to unauthorized individuals, if the board finds that its prior efforts to prevent such disclosures have not been successful in preventing such unauthorized disclosures.

12 TRAINING, EDUCATION AND CONFERENCES/OFFSITE NON-DISTRICT MEETINGS

Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Attendance at such educational conferences and professional meetings are considered part of an official's performance of their official duties for the District. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

12.1 "Junkets" are Disallowed

"Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.