

*California Spatial Reference Center,*

**ADOPTED POLICIES**

The following policy statements have been officially adopted by the California Spatial Reference Center (CSRC) Coordinating Council or Executive Committee. These statements, together with the policies and requirements of the University of California, San Diego (UCSD) and CSRC *Bylaws*, guide the activities, actions, and operations of CSRC and its members.

These policy statements are in addition to UCSD policies/procedures. If a policy within this document conflicts with UCSD policy, the UCSD policy takes priority.

CSRC members, employees, and consultants shall read, understand, and observe these adopted policies.

Policy statements may be broad or relatively narrow and may cover technical issues, as well as administrative issues. Policy statements are applicable (pertinent) on a continuous, sustained basis, as opposed to “one time” decisions.

Policy statements may be adopted, revised, or canceled by the CSRC Coordinating Council or the Executive Committee, as provided by the *Bylaws*. If an adopted Executive Committee policy conflicts with a Coordinating Council policy, the Coordinating Council policy takes priority.

This document is a “living” document and as such is subject to change. The reader must ensure that his/her document is current.

**The following policies were adopted in 2003.**

**1. Code of Ethical Conduct**

*Code of Ethical Conduct*

The “ethics code” is the basis of professional conduct for an organization. It can be summarized as to “do the right thing” for the overall organization.

**Importance**

For CSRC, it is essential to have accepted standards of conduct, and to acknowledge these standards, to ensure that both individual and collective behavior are consistent with CSRC's practices, objectives, and goals. In addition –

- On a personal level, people feel better working for, or being involved with, an ethical organization. If the organization truly values fairness, honesty, and integrity, members and employees are more likely to enjoy their work and take pride in the organization.

- CSRC exists to perform an important, long-term mission in the public interest. It is important that CSRC not only perform this mission to the highest standards of integrity but that CSRC is perceived by others – public agencies, private firms, and the general public – as doing so.
- The individual actions of each member or employee of CSRC directly affects CSRC’s future and the future of California’s spatial referencing capabilities. Each of us is an individual part of an integrated organization – an organization in which each part has the potential to affect all other parts, either positively or negatively.

### **Conflict of Interest**

A conflict of interest occurs when the personal interests or actions of a CSRC member or employee conflict with the official, overall responsibilities, practices, objectives, or goals of CSRC. Individuals must avoid actual and potential conflicts of interests, including even the perception of a conflict.

As a member or employee of CSRC, there are three guiding principles to avoid conflicts of interest:

1. Do not use your position for personal advantage for yourself or any person with whom you have personal, business, or financial ties.
2. Avoid any outside activity that might give the appearance of adversely affecting the objectivity of your judgment or that could interfere with the timely and effective performance of your duties.
3. Do not participate in any procurement process that involves a company in which you, your family, or close friends have significant financial interests or other business or personal connections.

### **Conclusions**

It is difficult in any written document to cover every ethical situation that might arise. This document, therefore, is a guide. High standards of professional conduct are critical to the maintenance of public and private confidence and support of CSRC’s mission.

Each one of us is responsible for our own actions. In our relationships with each other, as well as public agencies, private firms, vendors, contractors, and suppliers, it is essential that we conform to the ethical, legal, and policy restrictions placed upon us and make our decisions in the framework of honesty, integrity, dignity, and loyalty.

If you believe there is a possibility you might have a conflict of interest, it is your responsibility to ask the CSRC Executive Committee to decide the issue.

*Adopted by the Coordinating Council on December 23, 2003.*

## **2. Mailing Lists**

Mailing list shall be established and maintained for the following:

- Executive Committee – Executive Committee members only.
- Coordinating Council – Council members only.
- Other Interested Parties – Individuals, firms, organizations, etc. that are interested in CSRC activities and are not included on Coordinating Council membership list.

*Adopted by the Coordinating Council on December 23, 2003.*

### 3. **Distribution of Meeting Notices and Minutes**

Meeting notices and minutes shall be distributed to the following mailing lists. *Note: Mailing lists may be in a digital format; i.e., e-mail lists.*

<u>Meeting</u>	<u>Notices</u>	<u>Minutes*</u>
Executive Committee	Executive Committee	Executive Committee Coordinating Council
Coordinating Council	Coordinating Council Other Interested Parties	Coordinating Council Other Interested Parties

\*Prior to distributing the minutes as noted, draft minutes shall be distributed to selected meeting participants for review and approval.

*Adopted by the Coordinating Council on December 23, 2003.*

### 4. **Vendor Membership on Coordinating Council**

A CSRC membership subgroup or a specific membership position shall not be provided for a vendor or vendors because of the issues regarding impartiality for all vendors. Vendors are encouraged to include their address on the “Other Interested Parties” mailing list and to attend and participate in Coordinating Council meetings and discussions.

*Adopted by the Coordinating Council on December 23, 2003.*

### 5. **Reimbursement for Travel Expenses**

Reimbursement of individuals for travel expenses shall conform to Article XII, C of CSRC *Bylaws*. This Bylaw requirement is not applicable to CSRC “paid” employees, including consultants and contract personnel.

*Adopted by the Coordinating Council on December 23, 2003.*

### 6. **Eligibility of Paid Employees for Officer and Elected Executive Committee Positions**

Paid employees, consultants, and contract personnel of CSRC shall not be eligible for an Officer or elected Executive Committee position, except as otherwise permitted in Policy 7 (2003). If an individual accepts such position, he/she shall resign as a “paid” CSRC employee.

*Adopted by the Coordinating Council on December 23, 2003.*

## **7. Paid Employment of Officers and Elected Executive Committee Members**

Individual officers and elected Executive Committee members shall not be employed as “paid” employees, consultants or contract personnel of CSRC. Exception: Upon approval of the Executive Committee, an officer or elected Executive Committee member may be employed for specialized efforts, providing the total hours paid do not exceed 200 in one year. The Executive Committee must determine that performance of such efforts by an Officer or elected Executive Committee member is in the “best interest of CSRC.”

*Adopted by the Coordinating Council on December 23, 2003.*

## **8. Selection of Contractors**

The selection of contractors shall conform to Article XII, B of the CSRC *Bylaws* and the following additional policies.

Whenever permitted by UCSD contracting policies, the selection and award of professional surveying and/or engineering contracts shall be based on a “Qualification Based Selection” (QBS) process.

Firms that have a relationship with an incumbent Officer or an Executive Committee Member shall be disqualified from receiving a contract award if the Officer or Member is (a) member of the Work Plan Committee that proposed the contracted work effort, or (b) member of the Contractor Selection Committee for the contracted work effort.

An Officer, Executive Committee Member, Coordinating Council Member, CSRC staff member, or CSRC consultant that has a relationship with a prospective CSRC contractor, shall not participate in discussions and decisions, including votes, regarding the contractor, prospective CSRC contracts with that contractor, or any contract-related matters that would be, or might be construed as, a conflict of interest.

An Officer, Executive Committee Member, Coordinating Council Member, CSRC staff member, or CSRC consultant that has a relationship with a current CSRC contractor, shall not participate in discussions and decisions, including votes, regarding (a) the contractor, (b) issues involving the CSRC contracts with that contractor (including contract mediations, disputes, and other contract issues), or (c) any contract-related matters that would be, or might be construed as, a conflict of interest.

In addition, attention is directed to the specific contract terms regarding disclosure of employee-vendor relationships.

As used in this policy, relationship is defined as (a) employment, (b) consulting, or (c) any activity where the individual may have a financial interest.

*Revision Adopted by the Executive Committee on February 2, 2007.*

## **9. Involvement in RTK Network Efforts**

CSRC involvement in future RTK Network projects shall conform to the following policies. *Note: CSRC completed a demonstration RTK Network project in Orange County, in cooperation with the County.*

Network CGPS – CSRC shall promote, coordinate, develop, and install (as funding permits) CGPS to facilitate the development of RTK networks. Such networks shall conform to the Master Plan policies and objectives.

RTK Network Software – CSRC shall not participate in the selection of RTK network software for any individual network. Such selection shall be made solely by those involved. Furthermore, CSRC shall not recommend or advise others on what software to procure. In addition, CSRC shall not expend any funds to procure or maintain RTK network software.

*Adopted by the Coordinating Council on December 23, 2003.*

## **10. End of Task Report**

When a Work Plan task is completed, a brief report shall be prepared and distributed to the Coordinating Council members. Generally, such reports shall be less than one page in length.

*Adopted by the Coordinating Council on December 23, 2003.*

### **The following policies were adopted in 2005.**

## **11. Terms of Officers and Executive Committee Members**

The phrase “shall be eligible to serve not more than two consecutive full two-year terms” shall be interpreted to mean that a person cannot serve more than two consecutive full two-year terms in any one officer position (chairperson, vice chairperson, secretary, or treasurer) or in a non-officer, elected Executive Committee member position.

An officer, who has termed out, is eligible to be a candidate for a non-officer Executive Committee member position or for a different officer position. A non-officer Executive Committee member, who has termed out, is also eligible to be a candidate for an officer position.

*Adopted by the Executive Committee on June 1, 2005.*