



**California Special  
Districts Association**  
*Districts Stronger Together*

## Board Member/Trustee Resources

### **AFTER TAKING OFFICE**

#### **MUST HAVE**

*Frequency: every two years*

#### **ETHICS AB1234 (LIVE OR WEBINAR)**

The basic thrust of AB 1234 is to require covered officials ...to take two hours of training in ethics principles and laws every two years.

“Basically the requirement applies to those elected or appointed officials who are compensated for their service or reimbursed for their expenses. The specific trigger for this requirement is whether the agency either compensates or reimburses expenses for members of any of its Brown Act covered bodies; if it does, then all elected and appointed “local agency officials” (as defined) must receive this training. “Local agency official” means any member of a legislative body or any elected local agency official who receives compensation or expense reimbursement.”

#### **HARASSMENT PREVENTION (LIVE OR WEBINAR) 2 HOURS**

*Additional Resource:*

Understanding the Basics of Public Service Ethics Laws (download)

#### **FORM 700 INFORMATION**

Form 700 must be filed every year by April 1 and 30 days after taking office (elected or appointed) and 30 days after leaving office.

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#### **BEST PRACTICES**

Subject Areas for Board Members: Finance, Brown Act, CA Public Records Act, Liability

*Frequency: at least once, ideally during first year in office - repeat as need with changes and updates to the law*

#### **INTRODUCTION TO SPECIAL DISTRICT FINANCES FOR BOARD MEMBERS (WEBINAR)**

As a board member / trustee, your responsibilities include providing fiscal oversight of the special district’s finances. This course will help you fulfill these responsibilities by providing you with the knowledge and tools you need to gain a better understanding of the flow of a special district’s day-to-day transactions, accounting systems, and financial statements.

***BROWN ACT COMPLIANCE (MOST OFTEN AVAILABLE AS WEBINAR)***

This webinar will provide education for public officials and employees at all levels about the legal requirements and procedures to ensure public business is conducted in full compliance with California's transparency laws. Attendees will learn the Brown Act's requirements concerning agendas, meeting procedures, public participation and permissible closed session exceptions. Attendees will also learn about potential pitfalls that may lead to inadvertent violations as a result of the use of email, text messaging and social media as well as emerging issues and legislative updates.

***CA PUBLIC RECORDS ACT (MOST OFTEN AVAILABLE AS A WEBINAR)***

If you are involved with a special district, you need to understand the scope and application of the California Public Records Act (CPRA) to your agency's records, including best practices for records retention as well as responding to public records requests. We will cover the key aspects of the CPRA, including when an applicable exemption may give an agency the right to not disclose a particular record or portion of a record. There will also be updates on recent developments in the interpretation and application of the CPRA.

***UNDERSTANDING BOARD MEMBER & DISTRICT LIABILITY ISSUES (WEBINAR)***

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the Board in the management and operation of a public agency and the role of individual Board members acting within the course and scope of their official duties.

***ON-DEMAND WEBINARS***

Select from these offerings based on the needs of your district as well as your own professional development. New On-Demand Webinars are added throughout the year so be sure to check back frequently.

- Accessing Legislative & Outreach Information
- CA's Broad Conflict of Interest Law and How to Avoid It
- Completing Your Statement of Economic Interest - Form 700
- Election Law Compliance: The Rising Tide of CVRA Claims
- Exercising Legislative Authority
- Fraud Environment - Tips for Detection and Controls Survey
- General Manager Evaluations
- Getting Oriented: Resources for New Board Members
- Intro to Special District Finance for Board Members
- Public Engagement and Budgeting
- Understanding Board & District Liability Issues 2020
- Who Does What? Best Practices in Board/Staff Relations

***Additional Resources:***

- Update your CSDA Community Profile and Notifications
- Special District New Board Member Handbook (download)
- Parliamentary Procedure Quick Reference for Special Districts (download)
- California Public Records Act Compliance Manual for Special Districts (download)
- Brown Act Compliance Manual (purchase, CSDA Bookstore)
- Understanding Special District Board Member Compensation
- Special District Laws Reference Guide