Original

Tonni L Bartholomew

From: Mary Kerwin [marykerwin5@hotmail.com]
Sent: Monday, November 09, 2009 12:25 PM
To: John Szerlag; Tonni L Bartholomew
Subject: Samples attached
Attachments: Sample Codes of Conduct.doc

It is a good practice for elected officials to adopt a *Code of Conduct* and I've attached some samples for council consideration. Please duplicate these and lay them at the table for council discussion and possible adoption as part of Rules.

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Declaration of Commitment

We commit ourselves collectively and individually to do the following:

1. We will devote time, thought and study to our duties and responsibilities as council members.

2. We will build and maintain good relationships with each other and with the city manager.

3. We will emphasize planning, policy-making, and public relations, leaving management to the city manager.

4. We will come well prepared for each council meeting; keep our comments concise, organized, and clear; and listen carefully to others who have the floor.

5. We will vote our individual convictions and avoid factionalism.

6. We will individually refrain from deliberations and decisions on matters in which one has a vested interest or a conflict of interest.

7. We will respect all confidential information received and refrain from disclosing opinions expressed in confidence by each other and the manger.

8. We will listen courteously to citizens, refer those with personal requests and criticism to the city manager, and keep him apprised of community concerns.

9. We will set clear goals for the city manager, support him, and help him to be as effective as possible.

10. We will establish council and city goals and share them with the community.

Code of Ethics

As a member of Troy City Council, I will:

1. Respect the confidentiality of privileged information;
2. Recognize that as an individual council member I have no authority to speak or act for council;
3. Work with other council members to establish effective policies;
4. Delegate authority for the running of the city to the manager and staff;
5. Encourage ongoing communications among council members, staff, and the community;
6. Render all decisions based on the available facts and independent judgment rather than succumbing to the influence of individuals or special interest groups;
7. Make every effort to attend all meetings;
8. Become informed concerning the issues to be considered at each meeting;
9. Avoid conflicts of interest or the appearance thereof;
10. Refrain from using this position to benefit myself, family members or business associates.

Code of Conduct

As a member of Troy City Council, I shall do my utmost to represent the public interest by adhering to the following commitments:

- I shall represent all constituents honestly and equally, and refuse to surrender my responsibilities to special interest or partisan political groups.
- I shall avoid any conflict of interest or the appearance of impropriety which could result from my position, and shall not use my council membership for personal gain or publicity.
- I shall recognize that a council member has no legal authority as an individual and that decisions can be made only by a majority vote at a council meeting.
- I shall take no private action that might compromise council or the city, and shall respect the confidentiality of privileged information.
- I shall abide by majority decisions of council, while retaining the right to seek changes in such decisions through ethical and constructive channels.
- I shall encourage and respect the free expression of opinion by my fellow council members and others who seek a hearing before council.
- I shall be involved in, and knowledgeable about, not only local concerns, but also state and national issues.

CODE OF ETHICS

Members of council shall agree to:

- Attend all regularly scheduled meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
- Endeavor to make policy decisions only at publicly held council meetings.
- Render all decisions based on the available facts and independent judgment and refuse to surrender that judgment to individuals or special-interest groups.
- Encourage the free expression of opinion by all council members and seek systematic communications between council, staff, and all elements of the community.
- Work with other council members to establish effective policies and to delegate authority for city operations to the manager.
- Communicate to other council members and the manager expressions of public reaction to policies and programs.
- Stay current on issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national associations.
- Avoid being placed in a position of conflict of interest; and, if such conflict of interest is unavoidable, disclose such interest to other council members and abstain from participation in such matter.
- Exercise caution when communicating between and among council members via electronic messaging services, including but not limited to electronic mail (e-mail), Internet Web forums, and Internet chat rooms.
- Take no private action that will compromise council or the city management and respect the confidentiality of information that is privileged under applicable law.