

# **Code of Conduct for City Council and Mayor**

## **Statement of Intent:**

The citizens and businesses of the City of Caseville are entitled to fair, truthful, ethical and accountable elected and appointed Council members and Mayor. They are entitled to expect public officials to comply with laws and policies affecting the operations of government.

From this point on elected and or appointed Council members and the Mayor shall be referred to as “members”.

## **Principles of Proper Conduct:**

Proper conduct is being dependable, building a solid reputation, participating and being available, demonstrating patience, showing empathy and solidarity, holding onto ethical principles under stress, listening attentively and keeping integrity intact and overcoming discouragement.

## **Conduct of Members:**

The professional and personal conduct of members must be above reproach and avoid even the slightest appearance of impropriety toward members of the Council, Boards, Commissions, Staff and the general Public.

The Council/Weak Mayor system of government operates on a Committee form, with decisions made by the Council after review by Committees. Individual members must work within that framework.

## **Responsibilities, Authorities and Limitations:**

Members are to be independent, impartial and fair in their judgment and actions. They are responsible to attend scheduled Council and Committee meetings as outlined in the Charter as representatives of the electors. Their authority does not extend beyond the Council/Committee meetings and they cannot make decisions on behalf of either the Council or Committee once those meetings are adjourned.

Members must follow the rules of attendance at regularly scheduled Council meetings as outlined in the Charter. In addition, members must attend regularly scheduled Committee meetings in the same manner.

### **Conduct at Public Meetings:**

Members must prepare themselves for public issues, listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They must refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfere with the orderly conduct of meetings.

### **Advocacy:**

Members must represent the official policies or positions of the City Council, Board, Commissions or Committee to the best of their ability when designated as delegates for this purpose.

### **Conflict of Interest:**

To assure independence and impartiality on behalf of the common good, members must not use their official positions to influence government decision in which they have a material financial interest or personal relationship which may give the appearance of a conflict of interest and abstain from voting when suggested in the Charter (Chapter 6.1(I)).

### **Policy Role of Members:**

In order to maintain a positive and constructive workplace environment for the City staff, members must recognize their special role in dealings with City staff and refrain from creating the perception of inappropriate direction to the staff. Members must not interfere with the administrative functions of the City, the professional duties of the City staff; nor, shall they impair the ability of the City staff to implement Council policy decisions. In this respect, the City staff has the right to request the members re-direct issues to the appropriate Committee chairperson.

Members must respect and adhere to the Council/Weak Mayor structure of the City as outlined in the Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, Boards, Commissions, Committees and City staff. The chain of command is as follows:

City Council  
Individual Council Committees  
Department Heads  
City Staff

### **Implementation:**

These Codes of Conduct are intended to be self-enforcing and members should be thoroughly familiar with them. They should be included in any orientation of new members and these codes should be reviewed and updated when necessary.

**Compliance and Enforcement:**

Members who intentionally and repeatedly do not follow these codes may be reprimanded and/or lose Committee assignments. It is the responsibility of the Mayor to initiate action when it is apparent these Codes are not being followed. Alleged violation(s) must be brought up with the full Council. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro Tem for action by the Council.

All current and future elected members are expected to understand and follow these guidelines.