

City of Isleton
Code of Conduct for City Council Members

Effective Date: 01/24/2008

Adopted by City Council: 01/23/2008

1. **Acts in the Public Interest:**
City Council Members will work for the common good of the people of Isleton and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the City Council.
2. **Dedicated Service in Compliance with the Law:**
City Council members will not exceed their authority, breach the law or City policy, nor ask others to do so. They will work in cooperation with each other, other public officials, and staff.
3. **Fair and Equal Treatment:**
Preferential consideration upon the request or petition of any individual shall not be given. No person shall receive special advantages beyond that which are available to any similarly situated citizen or staff member. The City Council will fully comply with all City policies regarding the fair treatment of staff, including the City's policy on the prevention of harassment, discrimination, and retaliation, at all events where City Council members and staff may be present.
4. **No Disclosure of Confidential Information:**
No City Council member shall willfully or knowingly disclose to any other person confidential information acquired by him or her in the course of and by reason of his or her official duties. Nor shall any City Council member use any such confidential information for the purpose of personal or political interests, or pecuniary gain.
5. **No Discrimination in Appointments:**
No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive administrative office because of race, color, national origin (including language), age, religion, sex, sexual orientation, gender, disability, medical condition, or marital status, as defined by applicable state or federal laws, if otherwise qualified for the position or office.
6. **Democratic Process:**
During City Council meetings, City Council members will listen attentively and courteously to all public discussions and avoid interrupting other City Council members, staff, or other speakers, except as may be permitted by established rules of order. City Council members will focus on the business at hand and refrain from making personal comments that are not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

7. **Respectful Relationships:**

The professional and personal conduct of City Council members must be above reproach and avoid even the appearance of impropriety. City Council members shall refrain from abusive conduct, personal charges or attacks upon character, motives, ethics, or morals of other members of the Council, City staff, or members of the public.

8. **Policy Role of Members:**

Members shall respect and adhere to the council-manager structure of city government. In this structure, the City Council determines the policies of the City with the advice, information, and analysis provided by the public, city staff, and any committees established by the City Council.

Members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

Members should refrain from:

- Disrupting staff from the conduct of their jobs
- Involvement in administrative functions, without the approval of a majority of the Council
- Attending staff meetings unless requested by staff

9. **Constructive Workplace Environment:**

City Council members support the maintenance of a constructive work environment for staff, the public, and businesses dealings with the City. Council members should recognize their special role in dealings with staff and the public, and will avoid any conduct that creates the perception of inappropriate direction. Council members will not express concerns about the performance of a staff member in public, to the staff member directly, or to the staff member's manager. Concerns about staff member performance will only be made to the City Manager through private conversation or correspondence. Members of the City Council will use a closed session to evaluate the work performance of their appointees: the City Manager and the City Attorney.

10. **Implementation:**

The City is committed to maintaining a healthy, fulfilling, and respectful workplace. To that end, every Council member is expected to observe the foregoing policies and rules when engaged in City business. Council members entering office shall sign a statement affirming they have read and understood this Code of Conduct. This Code shall be reviewed annually by the City Council and Council members shall sign a statement at that time re-affirming that they have read and understand the current Code of Conduct.

11. Enforcement:

Complaints alleging a violation of this Code of Conduct by a Council member should be directed to the City Manager or the City Attorney for purposes of determining an appropriate course of action.

The goal of enforcement of this Code of Conduct is corrective, rather than penal, and a progressive approach to curing violations shall be employed, beginning with informal methods and proceeding to more formal methods as necessary. If appropriate, informal counseling and instruction shall be utilized to correct the member's behavior prior to recommending imposition of sanctions, which would need to be ratified by a majority of the City Council.

Should less drastic measures fail, the City Council may in a public meeting impose one or more of the following sanctions:

- Reprimand
- Condemnation
- Censure
- Travel or expense reimbursement restrictions
- Loss of committee or liaison assignments
- Removal from an appointed commission or board
- Other penalties as may be applicable under the circumstances

I affirm that I have read and understand the City of Isleton Code of Conduct for City Council Members.

Signature

Date