

CODE OF ETHICS

WHEREAS, The Town of Glenburn desires that the Public Trust be upheld by all of its Boards and Committees;

WHEREAS, The Public Trust is maintained only when all members of Boards and Committees conduct themselves at all times in a manner which is above reproach;

WHEREAS, The Public Trust is maintained only when all Boards and Committees conduct their business in a dignified and competent manner; and

WHEREAS, The Town of Glenburn believes that these standards can be best achieved by the adoption of a Code of Ethics to be adhered to by all members of Glenburn's Boards and Committees;

NOW, THEREFORE; The Town of Glenburn hereby ordains that this Code of Ethics be enacted as a municipal ordinance.

A. PERSONAL INVOLVEMENT No person serving on a Board or Committee shall receive payment from public monies for services rendered to the Town unless such payment is:

- (1) A Board or Committee member stipend authorized by the Town Charter.
- (2) A Board or Committee member stipend approved in the Municipal Budget.
- (3) For a Town Council approved work agreement by a Board or Committee member except that the Town Council may not approve a work agreement for one of its own members.

B. CONDUCT OF MEETINGS All meetings of Boards and Committees shall be held in properly posted public sessions except when lawfully authorized to be held in executive session. No meeting may go into executive session without first convening in public session. The meeting may then go into executive session only upon affirmative vote of the Board or Committee with the precise nature of the business of the executive session having been included in the motion.

C. DECORUM AT MEETING All meetings shall start promptly at the designated time. Members are expected to be present at that time. Members are expected to wear clean and neat attire at all meetings. Minutes of previous meetings should be distributed to all members prior to the meeting date so that the matter of adoption of the minutes can be accomplished rapidly. Agendas of all meetings should be properly prepared and posted and should be adhered to during the meeting. Unnecessary extraneous conversation should not occur. The Chairman shall maintain tight control of the meeting and see that all scheduled business is handled in a prompt and courteous manner. All decisions shall be made by vote of the Board or Committee and individual members shall base their vote on an impartial, unbiased analysis of the available facts and data.

D. CONFLICT OF INTEREST Members of Boards and Committees shall at all times avoid getting themselves into conflict of interest situations and shall constantly endeavor to avoid getting into situations which might be interpreted by the public as conflicts of interest. Members will refrain from privately advising citizens on any matter which may later come before the Board or Committee on which he serves other than to refer the citizens to the proper ordinances or other procedural documentation, Members shall not enter into any agreement, specific or implied, on any matter which may later come before the Board or Committee on which he serves, if any member has personal business which must come before the Board or Committee,

he shall announce that there is a conflict of interest and shall remove himself from the table and he shall not vote on the matter.

E. APPOINTMENT Nominees for appointment to Board or Committee shall sign a statement on the appointment form that they have read and understand this ordinance and that they are willing to abide by its content.

F. VIOLATION Violation of intent or content of this ordinance may be cause for dismissal, after notice and hearing by the appointing authority.

C REPEAL OF CONFLICTING ORDINANCES The ordinance entitled “Code of Ethics”, adopted on September 12, 1985 and with an effective date of October 12, 1985, is hereby repealed.

ORDINANCE HISTORY

ADOPTED: 09/12/85

AMENDED: 12/21/85