

## **Conduct Policy for Springdale Town's Elected and Appointed Officials and Staff**

### **General Conduct**

Officials shall:

- a. treat each other and everyone with courtesy and civility and refrain from inappropriate behavior and derogatory comments;
- b. be fair, impartial and unbiased when voting;
- c. wait to be acknowledged by the Chair before speaking;
- d. move to require the Chair to enforce these rules and the Chair shall do so upon an affirmative vote of a majority of the Officials present;
- e. preserve order and decorum during the meeting;
- f. not delay or interrupt the proceedings or the peace of the Public Body, nor disturb any Official while speaking, by conversation or otherwise, nor disobey the orders of the Public Body, or the presiding officer, except as otherwise herein provided, nor digress from the item under consideration;
- g. support the Springdale General Plan and the ordinances, policies, rules and regulations applicable to the Public Body and its work established by the Town Council;
- h. protect the public good--Public Officials do not represent a specific neighborhood, business, individual, or interest;
- i. abide by these Rules of Procedure in conducting the business of the Public Body; and
- j. switch any electronic equipment such as pagers and cellular telephones to silent or off mode during meetings of the Public Body
- k. immediately report to the Town Manager any information of which they are made aware that may reflect positively or negatively upon the Town, or compromise the town's well-being; the Town Manager shall expeditiously report the information to the Mayor and Town Council.

### **Conduct with Co-Officials**

Officials shall:

- a. value each other's time;
- b. review and be familiar with meeting materials before each meeting and come prepared to knowledgeably participate;
- c. attempt to build consensus on an item through an opportunity for dialogue;
- d. acknowledge that when building consensus is not possible the majority vote shall prevail, and the majority shall show respect for the opinion of the minority;

- e. have the right to dissent from, protest, or comment upon any action of the Public Body;
- f. respect each other's opportunity to speak and, if necessary, agree to disagree;
- g. avoid offensive negative comments and practice civility and decorum during discussions and debate;
- h. make decisions based on the law and good planning, rather than on public clamor or pressure; and
- i. assist the Mayor/Chair's exercise of the Mayor/Chair's affirmative duty to maintain order.

### **Conduct with City Staff**

Officials shall:

- a. speak to the Staff directly on issues and concerns;
- b. treat Staff professionally and refrain from publicly criticizing individual employees;
- c. discuss directly with the Town Manager or DCD any displeasure with or concerns about a department or Staff member;
- d. refrain from giving direction to Staff on behalf of the Public Body without having received the express authority of the Public Body to do so.

### **Conduct with the Public**

Officials shall:

- a. make the public feel welcome;
- b. be impartial, respectful and without prejudice toward the public, and refrain from directing or criticizing the public;
- c. listen courteously and attentively to public comment;
- d. not argue back and forth or debate with members of the public;
- e. make no promises to the public on behalf of the Public Body;
- f. refrain from making comments to the public on behalf of the Public Body without having received the express authority of the Public Body to do so; and
- g. treat all members of the public equitably and fairly in terms of time allotted to speak.

## **Conduct with Other Agencies**

Officials shall:

- a. project a positive image of the Town when dealing with other agencies; and
- b. show tolerance and respect for other agencies' opinions and issues and if necessary agree to disagree.

## **Conduct with Other Town Bodies**

Officials shall:

- a. treat all members of other boards and commissions with appreciation and respect; and
- b. refrain from participation in other board and commission meetings for the purpose of influencing the outcome of said meetings unless requested to do so by the Public Body.

## **Ethical Conduct**

1. Officials shall receive at least two hours of training in ethics, conflicts of interest, open meetings laws, meeting procedure, etc. every year.
2. Officials shall conduct themselves in accordance with such training.

## **CONDUCT OF TOWN STAFF**

### **General Conduct**

1. Town Staff shall:

- a. treat everyone with courtesy and civility and refrain from inappropriate behavior and derogatory comments;
- b. prepare well-written staff reports and provide accompanying documents on all agenda items;
- c. be available for questions from Officials prior to and during meetings;
- d. respond to questions from the public during meetings when requested to do so by Officials;
- e. refrain from arguing with the public or members of the Public Body;
- f. display professionalism in conduct and performance of Town duties;
- g. abide by the code of ethics promulgated by applicable professional organizations (ICMA, AICP, UMTA, UMCA, etc), and
- h. switch any electronic equipment such as pagers and cellular telephones to silent or off mode during Public Body meetings.

2. Staff will remain objective on issues and should not be advocates for issues.
3. Staff shall immediately report to the Town Manager any information of which they are made aware that may reflect positively or negatively upon the Town, or compromise the town's well-being; the Town Manager shall expeditiously report the information to the Mayor and Town Council.