

GUIDELINES FOR THE CODE OF ETHICS

APPENDIX "A"

- (1) Advice to Officials of Other Municipalities: When members advise and respond to inquiries from elected or appointed officials of other municipalities they should inform the Administrator of that community.
- (2) Public Confidence: Members should conduct themselves so as to maintain public confidence in their profession, their local government and in their performance of the public trust.
- (3) Seeking Employment:
 - (a) Professional Qualifications and Disclosure: Members should seek a management position based on full and honest disclosure of their education, experience and other relevant qualifications.
- (4) Elections of the Governing Body: Members should maintain a reputation for serving equally and impartially all members of the governing body of the municipality they serve, regardless of party. To this end, they should not engage in active participation in the election campaign on behalf of or in opposition to candidates for the governing body.
- (5) Equal Opportunity: Members should use hiring practices that provide for equal employment opportunities for all segments of the community.
- (6) Gifts: Members should not directly or indirectly solicit any gift or accept or receive any gift whether in the form of money, services, loan, travel, entertainment, hospitality, promise or any other form, under circumstances in which it could reasonably be expected to influence them in the performance of their official duties or was intended as a reward for any official action on their part. This guideline is not intended to isolate members from normal social practices where gifts among friends, associates and relatives are appropriate for certain occasions.
- (7) Investments in Conflict with Official Duties:
 - (a) Members should not invest or hold any investment directly or indirectly in any financial business, commercial or other private transaction which creates a conflict with their official duties.
 - (b) Recognizing that personal investments may prejudice or may appear to influence official actions and decisions, members may, in concert with their governing body, provide for disclosure of such investments prior to the acceptance of their position as Municipal Administrator or prior to any official action by the governing body that may affect such investments.
- (8) Confidential information: Members shall not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
- (9) Private Employment:
 - (a) Members should not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests or conduct a private business when such employment, service, or business creates a *conflict with or impairs the proper discharge of their official duties*. Teaching, lecturing, writing or consulting are typical activities which may not involve conflict of interest or impair the proper discharge of their officials duties.
 - (b) In any and all cases, prior notification to the governing body in which they serve is appropriate when outside employment is being considered.
- (10) Representation: Members should not use their positions to represent any outside public interest before any agency, public or private, except with the authorization or at the direction of the legislative body of the governmental unit they serve.