

**City Council Code of Ethics**

Approved May 13, 2002

Amended May 28, 2013

The mayor and council are responsible for making policy decisions for the community. The City Council provides vision, direction and leadership to the community and the organization. The City Council further represents the Brookings Community with other governmental entities and officials. In order to maintain and enhance public trust and confidence in our local government, to achieve equity and social justice, to affirm human dignity, and to better the quality of life for residents of Brookings the members of the City Council dedicate themselves to the stewardship of the public trust and therefore embrace the following ideals, seeking to:

- ❖ Uphold constitutional government and the laws of the City of Brookings by recognizing I am an agent for the democratic process and not the owner of authority;
- ❖ Conduct public and private life as to be an example for my fellow citizens and take responsibility for my actions, even when it is uncomfortable or unpopular to do so;
- ❖ Be mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- ❖ Abstain from voting when a conflict of interest exists in accordance with the *Brookings City Charter, Section 7.01 (a) Conflicts of Interest* provision;
- ❖ Be tolerant, respectful and attentive to divergent ideas, suggestions and opinions;
- ❖ Maintain and respect the confidentiality of private and confidential information, and treat all persons, claims and transactions in a fair and equitable manner;
- ❖ Attend and be actively engaged in all regular and special meetings, including briefings, and public functions where my presence is expected and be prepared in the execution of such;
- ❖ Be a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the City and its citizens;
- ❖ Make decisions based on the merits of the issue with attention to due process and citizen participation;
- ❖ Be knowledgeable and develop an understanding of local, state, and national governmental guidance, directives, regulations and ordinances pertaining to my position.
- ❖ Be prepared to make unpopular decisions based on my interpretation of the public's best interest;
- ❖ Make decisions and recommendations based upon research and facts involving staff and stakeholders which considers the goals, impacts and the best interest of the greatest number of those affected.

It is the policy of the City of Brookings to uphold, promote, and demand the highest standards of ethics from all its Council members. Brookings Council members shall maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their city position or powers for improper personal gain.

The code of ethical behavior will govern members of the City Council. City Council members are encouraged to monitor their compliance and offer constructive recommendations to fellow Council members if necessary. As a member of the City Council, I accept these ideals and policy, and pledge to do in the interest and purposes for which our government has been established.

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Date

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Signature

**City of Brookings Governance and Ends Policies - Appendix B**  
**City of Brookings Volunteer Code of Ethics**

Approved May 13, 2002

Volunteer advisory boards, committees and commissions provide a very important service to the City of Brookings. Members of volunteer boards, committees and commissions are often the first and only contact an individual might have with city government. In order to maintain and enhance public trust and confidence in our local government, to achieve equity and social justice, to affirm human dignity, and to better the quality of life for residents of Brookings the members of volunteer boards and committees dedicate themselves to the stewardship of the public trust and therefore embrace the following ideals, seeking to:

- ❖ Uphold constitutional government and the laws of the city of Brookings;
- ❖ Conduct public and private life as to be an example for my fellow citizens;
- ❖ Abstain from voting when a conflict of interest exists in accordance with the *Brookings City Charter, Section 7.01 (a) Conflicts of Interest* provision;
- ❖ Be mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- ❖ Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff or colleagues;
- ❖ Maintain and respect the confidentiality of private and confidential information;
- ❖ Attend all regular and special meetings, including briefings, subcommittee meetings and public functions where my presence is expected;
- ❖ Be prepared by reading all documents pertaining to an issue in advance of the above mentioned meetings or event;
- ❖ Be an active and attentive participant;
- ❖ Be professional in both appearance and manner; and
- ❖ Read, comprehend and comply with local, state, and national governmental guidance, directives, regulations and ordinances pertaining to my position.

It is the policy of the City of Brookings to uphold, promote, and demand the highest standards of ethics from all its appointed officials. Brookings City officials shall maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their city position or powers for improper personal gain.

The code of ethical behavior will govern members of all City of Brookings boards, committees and commissions. Volunteers are responsible to self-monitor their behavior. Concerns regarding a volunteer's behavior should be reported to the City Manager. Deviation from this Code of Ethics may result in removal from the Board.

As an appointed official, I accept these ideals and policy, and pledge to act in the interest and purposes for which our government has been established.

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Date

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Signature