

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