

RESOLUTION NO. 1670

A RESOLUTION ADOPTING GUIDELINES OF CONDUCT FOR COUNCIL.

WHEREAS, a copy of this Resolution has been provided for public inspection prior to consideration by the Council.

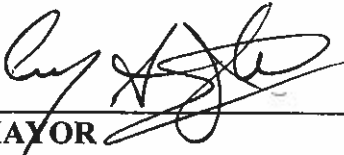
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AS FOLLOWS:

Section 1: The Council hereby adopts "Guidelines of Conduct for the Rolla City Council" as described in Exhibit "A", which is attached hereto and made a part hereof.

Section 2: That this resolution shall be in full force and effect from and after the date of its passage and approval.

PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AND APPROVED BY THE MAYOR THIS 4th DAY OF AUGUST 2008.

APPROVED:



MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY COUNSELOR

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EXHIBIT "A"

GUIDELINES OF CONDUCT FOR THE ROLLA CITY COUNCIL

INTRODUCTION

Excellence in performance by City Council members, employees and appointed board members is the best way to achieve our common goal of ensuring quality of life in Rolla. To be most effective, the efforts of all must be integrated. A special obligation of the City Council is to set an example of leadership, which encourages and promotes cooperation. The public expects the best communication, planning, and decision-making possible from its representatives and employees. The City Council will strive for high standards of behavior and performance, which we believe, will benefit all people in our community. We agree that adherence to the following set of principles will ensure effective guidance and operation of this Council and will accentuate a positive, open, and productive environment for all.

SECTION ONE – POSITIVE LEADERSHIP

The City Council recognizes that it is absolutely essential to remain positive in working together as a team. We shall:

- Strive to see the good in others.
- Look for, recognize, and promote the positive contributions of each Council member.
- Refrain from speaking negatively about the character of other Council members.
- Seek ways to turn obstacles into opportunities.
- Maintain a sense of optimism and humor in working together.
- Strive toward increasingly high levels of professionalism in dealing with one another.

SECTION TWO – COUNCIL COOPERATION

The City Council must work as a team to find the best ways to meet the needs of our residents. Trust and appreciation for one another, as well as a commitment to work together toward the resolution of problems, is essential. Each individual must have the freedom and opportunity to express his/her beliefs and has the responsibility to do so early in any discussion. Regular Council meetings and special work sessions should be designed to allow free and open discussion.

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SECTION TWO – COUNCIL COOPERATION (continued)

In any discussion each member has the right to speak twice on the agenda item on the same day (except on approval of Council), but cannot make a second speech on the same agenda item as long as any member who has not spoken on that item desires the floor. No one can speak longer than ten minutes at a time without permission of the Council.

SECTION THREE – RESPONSIBILITY OF CITY COUNCIL MEMBERS

Each person is accountable to the Council for his/her actions. Each Council member will keep an open and receptive mind toward the view and opinions of others. When a Council member has an idea on how the Council can work more effectively, the person is encouraged to present the idea to the Council.

SECTION FOUR – PLANNING, GOAL SETTING, AND ACCOUNTABILITY.

Council members must be committed to a comprehensive planning process leading to mutually developed goals and accountability. It is imperative that all members of the City Council participate fully in Council workshops and retreats to ensure the necessary commitment of all members to strategic planning processes.

SECTION FIVE – HUMAN RESOURCE DEVELOPMENT

The Council commits that the City will strive to hire the most qualified employees for the City staff. The Council supports specific plans, which will encourage the continued growth of all members, both in personal and professional development.

SECTION SIX – COMMUNICATIONS

Effective communication requires a high level of trust. The Council believes in open communication and the public's right to know. Open channels of communication must be maintained among all members of the Council. It is understood that information cited by statute to be discussed in closed sessions must remain confidential. Sharing of such information with unauthorized persons at any time is unacceptable.

If a public statement on any City matter is appropriate or necessary, the Council, as a whole, will agree upon a specific statement to be made by the/an official designee. While Council members, employees, and appointed board members may have their personal opinions, those personal opinions must be identified as personal opinions and not as representations of City policy.

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City government, while a critical element of a community's identity, is most effective when a spirit of mutual respect and cooperation exists with other major institutions. The effectiveness of the County, Hospital, University, Chamber, Rolla Municipal Utilities (RMU) and others entities is dependent upon the willingness of the City Council to foster consensus and unity. Council interaction with these entities should be based on sound public policy and consensus among the entire Council.

SECTION SEVEN – HANDLING OF PUBLIC CONCERNS (including City Council Meetings)

When a Council member is contacted by a constituent with a concern, he or she will:

- Listen to the individual's concern.
- Affirm the desire to reach a satisfactory solution.
- Assure the person that appropriate action will be taken.
- Express appreciation to the individual for presenting the concern.
- Follow up to determine if appropriate action has been taken.

SECTION EIGHT – COUNCIL DECISION MAKING

The Council will use the following guidelines prior to a Council decision:

- Gather pertinent facts concerning the situation.
- Receive input from persons to be affected by the decision.
- Analyze and organize collected data.
- Consider multiple solutions, including cost estimates, if necessary.
- Review any recommendation(s) from City staff or advisory committee.
- Make a collective, not a unilateral, decision, which will determine the course of action.
- Provide a plan containing an ongoing monitoring system, to implement the decision.
- Keep communications open with those having concerns about the issues.
- Acknowledge the decision and support its effective implementation.

SECTION NINE – MEETING AGENDAS

Council meeting agendas will be open and publicized. Surprises at meetings from the Council members or staff are unwelcome and counterproductive. Information upon which decisions are to be made must be communicated to all Council members equally and prior to decision-making meetings and in sufficient time for free discussion.

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CHAPTER 3: ETHICS AND STANDARDS

1) Employee Code of Ethics: An Employee of the City shall:

- a) Practice high moral principles in all aspects relating to activities of the City, and in personal relationships that could reflect upon the integrity of the City.
- b) Strive to protect and enhance the reputation of the City and its employees, remembering that City employees are public servants.
- c) Treat all citizens equally with courtesy, impartiality and refrain from granting any special advantages to any citizen beyond what is available to all citizens.
- d) Keep confidential all information acquired by reason of one's position, which may be used for personal or financial gain for the employee or other persons.
- e) Avoid receiving, soliciting or otherwise obtaining anything of valuable benefit from any other public official or employee which is intended to influence the performance of official duties.
- f) Make no private promises of any kind binding upon the duties of employment, since a public employee possesses no private work, which can be binding on public duty.
- g) Engage in no business with public corporations of a governmental nature, either directly or indirectly, which is inconsistent with, or may be construed as a conflict of interest, with the performance of his governmental duties.
- h) Avoid real or potential conflicts between private and public duties, remembering that the public interest must be the principal concern.
- i) Never practice discrimination through the dispensation of special favors or privileges to anyone, whether for remuneration or not; never accept, for himself/herself or his/her family, favors or benefits induced by reason of City employment.
- j) Refrain from securing special privileges or exemptions for oneself or one's relatives or other persons that are not available to all citizens.
- k) Declare to the appropriate authority the nature and extent of any financial or personal interest in a City contract or other legislation, when participating in discussions or giving an official opinion of the matter.
- l) Use City vehicles, equipment, supplies, and/or property only for City work and not for personal benefit or profit, except when it is available to the public generally or provided by administrative regulations.
- m) Recognize and believe that personal profit by misuse of public time is dishonest.
- n) Commit oneself to industrious work; giving a full day's labor for a full day's pay and bringing to the performance of his assigned duties an earnest effort and an attitude of cooperation.

o) Seek to promote harmony among fellow employees and to encourage an atmosphere of cooperation and teamwork. p) Seek to find and employ more efficient and economical methods of accomplishing tasks.

q) Handle all matters of personnel on the basis of merit, with impartiality and fairness.

r) Be committed to the principle of practicing loyalty to country and City above loyalty to persons or party.

2) Employee Conduct: Each employee is expected to maintain the highest standards of conduct, cooperation, efficiency and economy in their work for the City. Attitudes should remain high and optimistic. If at any time these work habits or attitudes should become deficient, it shall be the duty of the Department Director to point them out and encourage the employee to correct them through oral and/or written warnings.

a) All City employees hold a measure of public trust. They, therefore, should avoid any conduct, which may even give the appearance of furthering personal selfinterests through use of their official position(s). This means that all City employees are expected to conduct themselves in a professional and responsible manner while at work or officially representing the City. This also means that employees are required to observe commonly accepted standards of honesty, good faith, loyalty and fair dealing in the performance of their work activities in strict conformity with all applicable laws and ordinances.

b) Employees shall arrange and conduct their personal financial affairs so that creditors and collection agencies will not have to make use of the offices of the City for the purpose of making collections. For further information on garnishments, see Chapter 19.

c) Employees are encouraged to exercise their constitutional right and obligation to vote in all elections. Employees are prohibited from seeking favors or assistance, from the Mayor or City Council members for matters pertaining to City government. No employee shall engage in political activity in support of any political candidate or party while on duty or functioning in an official capacity.

d) Employees shall be given reasonable time off to cast their vote on election days if their work schedule would prevent them from voting.

e) No employee of the City shall seek or hold any elected public office, within the Rolla City government structure. Employees may seek and hold any other elected position, which will not create any conflict of interest or time. In the event an employee is elected to a public office and conflict of interest arises in performance of the City position and the elected position, the employee will be required to resign from one of the two positions.

f) All City-owned facilities, buildings, equipment, motor vehicles, tools, supplies, materials and other items of value are for the expressed purpose of carrying out City services. No employee, or agent of the City, shall use any City-owned facility, building, motor vehicle, tool, supply, material or other items of value for their personal benefit or for the personal benefit of any other individual, unless such action is required in the performance of official duties and approved by the City Administrator.

g) A City employee in his/her official capacity shall not assist in the sale of any goods or services by permitting his endorsement of said goods or services to be used for advertising purposes.

h) City employees are prohibited from accepting any/all gifts or gratuities of \$25 and over from persons doing or seeking to do business with the City. Further, all employees should discourage any person from offering such gifts and gratuities. Items in the category of advertising novelties (i.e. matches, caps, pencils, calendars) having wide distribution may be retained by the employee. Also any gift which will be made available to all or many employees may be retained upon approval by the City Administrator.

i) No official or employee of the City shall, without the approval of the City Administrator, disclose confidential information concerning the property, government, personnel or affairs of the City. Nor shall an employee under any circumstances use such information to advance their financial or other private interests.

j) City employees are expected to dress and groom themselves appropriately for their required duties and responsibilities and as prescribed by departmental policies. For further information on the dress policy, see Chapter 19.

k) Any employee leaving the City service, for any reason, is responsible for returning any City property, which he/she may have in his/her possession. This includes, but is not limited to tools, keys, clothing, office supplies and equipment.

l) All employees will be alert to any conditions anywhere in the City, which may cause accidents or injury and shall report such conditions immediately to their supervisor. The City will promptly investigate such conditions and if it finds the conditions unsafe, will take appropriate corrective action.

m) Any employee having knowledge of any improper or illegal actions or activities shall immediately report such actions or activity to their immediate supervisor or to any other appointed or elected official. Failure to do so shall be cause for disciplinary action.