

## **Lanesboro City Council**

### **Resolution 2017-14 City of Lanesboro Boards and Commissions Code of Conduct (Lanesboro Public Utilities Commission, Heritage Preservation Commission, Planning & Zoning Commission, Park Board, Economic Development Authority, and Library Board)**

All City Commission and Board members agree to adhere to the following Code of Conduct during all Commission and Board meetings, while representing the City of Lanesboro.

- A Commission or Board Member will always treat a fellow Commission or Board Member with the respect he or she would expect to receive in return.
- A Commission or Board Member will always address an employee or a fellow Commission or Board Member with respect.
- A Commission or Board Member will not make accusatory or disparaging remarks toward an employee or fellow Commission or Board Members.
- A Commission or Board Member will remember at all times that as an individual he or she has no legal authority outside the meetings of the City Council, and that he or she shall conduct relationships with the City Staff, the local citizenry, and all media communications, including social media, on the basis of this fact.
- A Commission or Board Member may not give direction to City Staff, without prior Council or City Administrator approval.
- A Commission or Board Member will listen to citizens' concerns but will refer all concerns or inquiries to the City Administrator for disposition.
- All concerns and comments of criticism should be brought to the attention of the City Administrator for investigation and action if necessary.
- Commission or Board Members in an appropriate meeting or hearing will make decisions only after facts pertaining to an issue have been presented.
- A Commission or Board Member will not discuss the confidential business outside of their board or commission meeting.
- A Commission or Board Member recognizes that all electronic transmittals sent or received in the performance of their duties as a Commission or Board Member is subject to the Freedom of Information Act.
- A Commission or Board Member shall endeavor at all times to work for the benefit of the citizens of the City of Lanesboro.
- A Commission or Board Member shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff or the public.
- A Commission or Board Member shall to the best of their ability speak with one voice in representing the official policies and positions of the Commission or Board. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the city outside of meetings. Once the Board or Commission has made a decision by vote, all members shall defer to that vote and refrain from undermining the decision made by said vote. If a member expresses disagreement with the decision from said vote, the member shall make clear that it is his or her personal opinion or position only, and that said personal

opinion or position does not undermine the legitimacy of the vote.

Violation of any provision of this code shall be considered misconduct that will entitle and justify the City Council in removing the violator from their position or office after City Council discussion of violation.

Approved by the Lanesboro City Council on May 1<sup>st</sup>, 2017