

BILL NO. 2014 - 49

ORDINANCE NO. 10194

AN ORDINANCE ADOPTING A CODE OF CONDUCT FOR THE MAYOR AND SEDALIA CITY COUNCIL.

WHEREAS, a code of conduct describes how the Mayor and City Council Members treat each other and work together for the common community good and conducting City business in an atmosphere of respect, civility and positive public perception is the underlying theme; and

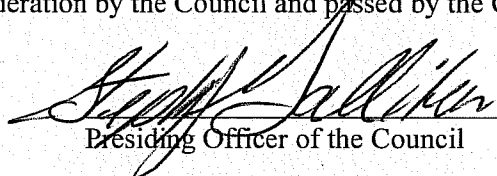
WHEREAS, the Mayor and City Council Members are responsible for holding themselves as well as each other accountable for displaying actions and behaviors that consistently model ideals expressed in the code of conduct as more fully described in the document attached to this resolution as Exhibit A and incorporated by reference herein.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, AS FOLLOWS:

Section 1. The Council hereby adopts the Code of Conduct attached to this resolution as Exhibit A.

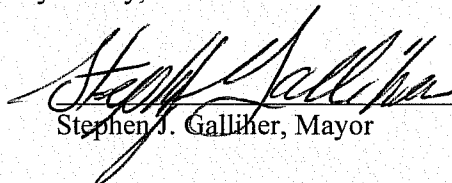
Section 2. This ordinance shall take effect and be in full force from and after its passage by the City Council and approval by the Mayor.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior to the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 7th day of July, 2014.



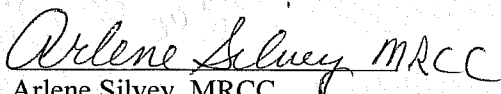
Presiding Officer of the Council

Approved by the Mayor of said City this 7th day of July, 2014.



Stephen J. Gallier, Mayor

Attest:


Arlene Silvey, MRCC
City Clerk

CITY OF SEDALIA

CODE OF CONDUCT FOR THE SEDALIA CITY COUNCIL

INTRODUCTION

This code of conduct describes how Sedalia City Officials treat each other and work together for the common community good. Conducting the City's business in an atmosphere of respect, civility and positive public perception, is the Code's underlying theme. City officials are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the code. Excellence in performance by City Council members, employees and appointed board/commission members is the best way to achieve the common community good. A special obligation of the City Council is to set an example of leadership, which encourages and promotes cooperation. The City Council will strive for high standards of behavior and performance which will benefit all Sedalia residents. To help accomplish these goals, the City Council agrees to the following set of principles (in discussions below, the term "City Council" includes the office of Mayor, as well as the City Council members):

SECTION ONE – POSITIVE LEADERSHIP/SPIRIT OF COOPERATION

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

- Work first for the betterment of all Sedalia
- The Sedalia City Council agrees to work as a team to find the best ways to meet the needs of Sedalia residents
- Assure fair and equal treatment of all people
- Refrain from abusive conduct, personal charges or verbal attacks on the character or motives of council members, board/commission members, staff and the public
- Trust and appreciation for one another, as well as a commitment to work together toward a resolution of problems, is essential.
- Avoid personal comments that could offend others
- Show no tolerance for intimidating behaviors
- Listen courteously and attentively to all public discussions and treat all people the way we wish to be treated
- Look for, recognize and promote the positive contributions of each council member
- Seek ways to turn obstacles into opportunities
- City government shall display a spirit of mutual cooperation with other major local institutions: Pettis County, SFCC, Chamber of Commerce, Water Board, Park Board, Library Board, Economic Development, downtown organizations and other entities

SECTION TWO – ADHERANCE TO PRINCIPLES

The Sedalia City Council agrees to adhere to the principles and laws governing the Mayor/Council/Administrator form of government and treat all staff with respect and cooperation:

- Agrees that the City Council makes policy and staff carries out that policy
- Refrain from interfering with the administrative functions and professional duties of staff; and neither give nor imply direction to staff
- Not publicly criticize individual staff, but will privately communicate with the City Administrator any concerns about a department or department director or staff person.
- Will not openly discuss personnel issues
- Will communicate through proper channels requesting assistance or follow-up
- Will not knowingly blindside other Councilmembers, Board/Commission members nor staff, in public meetings; but will ask the questions ahead of or immediately following a public meeting
- Councilmembers shall refrain from using their position to improperly influence the decisions of city staff, boards, commissions or committees.
- Public resources not available to the general public (e.g. city equipment, supplies, facilities, city staff time) shall not be used by Councilmembers for private gain or personal purposes.
- Refrain from negotiating for the City or making commitments for the City without the involvement and knowledge of the Mayor and City Administrator
- Councilmembers shall use their public office of public good and not personal gain.

SECTION THREE – PLANNING, GOAL SETTING AND ACCOUNTABILITY

The Sedalia City Council 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 the strategic planning process.

SECTION FOUR – ABSTENTIONS

The vote of each councilmember is critically important. Vote abstentions should be used rarely. When it is necessary to abstain from voting, a reason for the abstention must be stated publicly at the time of the vote. Although it might not be advisable, it is possible to proceed and vote even when there is a potential conflict-of-interest, but only after the conflict is publicly announced at the time of the vote. The Sedalia City Council agrees to refrain from the use of the vote abstention for any reason other than conflict-of-interest.

SECTION FIVE – COMMUNICATIONS

Councilmembers are free to express a personal view in the media, at any time, however:

- Media comments must not state or imply that they represent the view of the council;
- Media comments contrary to a Council decision or Council policy must not state or imply the statements represent a majority view;
- Media comments must not disclose confidential information.

If a public statement from the City Council is necessary, the Council, as a whole, will agree on a specific statement. While Councilmembers, staff and board/commission members may have their personal opinions, those personal opinions must be identified as personal opinions and not as representative of City Policy. Under no circumstances should public statements be made by Councilmembers based on rumors nor hearsay. Information upon which city decisions are or may be made must be communicated to all Council members equally.

SECTION SIX – EXECUTIVE SESSIONS

Missouri state law allows for City Council meetings to be closed in special circumstances. It is the responsibility of the Council and Staff to refrain from publicly discussing the subject matter from the executive council meetings. Councilmembers shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial nor private interests.

SECTION SEVEN – CONSTITUENT SERVICE

When a councilmember 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
- Contact appropriate staff to submit constituent concern
- Follow-up to determine if appropriate action has been taken

SECTION EIGHT – POLITICAL ACTIVITIES

The political process is an important and positive part of the City Council. However, issues related to a Councilmembers election campaign must not involve on-duty city staff.

SECTION NINE - ENFORCEMENT

A violation of this code of conduct may result in a removal from office for cause.