

# CITY OF CARSON

# CODE OF ETHICS



# **City of Carson Code of Ethics**

# PREAMBLE

WHEREAS, the citizens and businesses of Carson are entitled to have fair, ethical and accountable government which has earned the public's full confidence for integrity; and

WHEREAS, the effective functioning of democratic government therefore requires that officials, both elected and appointed, comply with both the letter and spirit of the laws affecting the operations of government; and

WHEREAS, public officials must show that they are independent, impartial and fair in their judgment and actions; and

WHEREAS, public deliberations and processes must be conducted openly, unless legally confidential, and in an atmosphere of respect and civility.

WHEREAS, all public resources are held in trust for the people, and must be used for the public good, not for personal gain; and

WHEREAS, nothing in this Code is intended to limit or otherwise infringe on the First Amendment rights of free speech or association of public officials, or to conflict with any other federal, state or local laws.

# NOW, THEREFORE, in

furtherance of the above-mentioned goals and values, the Carson City Council hereby adopts this Code of Ethics for members of the City Council and of the City's commissions, boards and committees (collectively "members") to assure public confidence in the integrity of local government and its effective and fair operation.

#### PASSED, APPROVED and ADOPTED this 4th day of May, 2004.

# **PRINCIPLES**

## 1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Carson and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Carson City Council, commissions, boards and committees.

# 2. Comply with the Law

Members shall comply with the laws of the nation, the State of California and the City of Carson in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; the Carson Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government. Members shall also comply with all applicable City policies and procedures.

# 3. Conduct of Members

The professional and personal conduct of members must be above reproach and should take steps to avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, commissions, boards and committees, the staff or public.

## 4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the City Council and commissions, boards, and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

### 5. Conduct of Public Meetings

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus their attentions on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or interfering with the orderly conduct of meetings.

#### 6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

## 7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or commissions, boards, and committees, which they may

# **City of Carson Code of Ethics**

have received from sources outside of the public decisionmaking process.

#### 8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income and gifts; and abstain from participating in deliberations and decisionmaking where conflicts may exist.

#### 9. Gifts and Favors

Members shall not use their public office to take any special advantage of services or opportunities for personal gain that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

#### 10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

#### 11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

# **12.** Representations of **Private Interests**

In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any commission, board, committee, or proceeding of the City, nor shall members of commissions, boards, and committees appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

#### 13. Advocacy

Members shall represent the official policies or positions of the City Council, commission, board, or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Carson, nor shall they allow the inference that they do. When representing the City on federal, state, or regional bodies, members shall advocate policies which are in the best interest of the City of Carson over their own personal interests.

#### 14. Policy Role of Members

Members shall respect and adhere to the council-manager structure of Carson city government. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, commissions, boards, and committees, and City staff. Individual members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

#### 15. Independence of

Commissions, Boards, and Committees Because of the value of the independent advice of commissions, boards, and committees to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

#### 16. Positive Work Place

Environment Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

#### 17. Implementation

As an expression of the standards of conduct for members expected by the City, the Carson Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

# **City of Carson Code of Ethics**

For this reason, this Code of Ethics shall be included in the regular orientations for candidates for City Council, application packets to commissions, boards, and committees, and given to newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Carson Code of Ethics. In addition. the Code of Ethics shall be periodically reviewed and updated by the City Council upon recommendations from commissions, boards, committees, and the citizens of Carson.

# **18. Compliance and Enforcement**

The Carson Code of Ethics expresses standards of ethical conduct expected for members of the Carson City Council, commissions, boards, and committees. Members themselves have the primary responsibility to assure that ethical standards are understood and met, so that the public can continue to have full confidence in the integrity of government. In the event of violation of this Code of Conduct by a member of a commission, board, or committee, where removal by the City Council is permitted without cause, the City Council may remove that person from office. A violation of this code of ethics shall not be a basis for challenging the validity of any Council, commission, board, or committee decision.

