

**CITY OF TAKOMA PARK CODE OF CONDUCT
FOR COUNCIL-APPOINTED MEMBERS OF BOARDS, COMMITTEES,
COMMISSIONS, AND TASK FORCES**

(Adopted by Resolution 2020-22, October 7, 2020)

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be our primary concern, I will work for the common good of the residents and community of Takoma Park and not for any private or personal interest as described in paragraph 6 below and to ensure fair and equal treatment to all persons, claims and transactions coming before the committee.

2. Comply with the Law. I will comply with the relevant laws of the nation, state, county, and the City of Takoma Park in the performance of my public duties, including: the United States and Maryland Constitutions; the Takoma Park City Code and Charter; applicable laws pertaining to conflicts of interest, election campaigns, financial disclosures, open meetings, and open processes of government; and official City regulations, policies and procedures.

3. Conduct of Members. I will refrain from rudeness, disrespectful comments, insults, name-calling, abusive conduct, personal charges or verbal attacks upon the character, motives, or race, ethnicity, nationality, gender, sexual orientation or gender identity of other committee members, other committees, elected officials, the staff or public.

4. Respect for Policy Process. I will perform my duties in accordance with official City processes and rules governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council. I will respect and adhere to the City's government and decision-making structure.

5. Conduct of Public Meetings. I will prepare myself for meetings, do my best to listen courteously and attentively to all public discussions before the body, and focus on the business at hand. I will refrain from interrupting other speakers, or otherwise interfering with the orderly conduct of meetings. I will do my part to make everyone feel safe in expressing their opinions, views, and concerns. I will commit to regular attendance at meetings to the best of my ability, understanding that missing three meetings during my appointed term without notifying the chair and/or relevant city staff may result in my removal.

6. Conflict of Interest. I will not use my official position to influence governmental decisions in which I may have a material financial interest, leadership or significant responsibility in an organization, or personal relationship, or which may give the appearance of a conflict of interest. I will use my City position or title only when conducting City business, and not for personal gain or to promote ideas outside of committee proceedings or discussions that my committee has not approved. If I make reference to committee membership outside of official committee proceedings or discussion, I will make it clear that I am speaking or writing only for myself and not on behalf of the committee. I will disclose conflicts with investments, interest in real property, sources of income, and gifts; and – when relevant to a specific discussion or decision – organizations in which I have leadership or significant responsibility; and I will abstain from participating in deliberations and decision-making where conflicts may exist. I will use the Ethics Chapter of City Code, *see* Chapter 3.04, as a guide for conflict of interest questions, seek an advisory opinion from the Ethics

Commission if necessary, and recuse myself from a specific discussion or decision where warranted.

7. Independence of Committees. I will value the function of independent committee advice in the public decision-making process, and will not permit City Council members to unduly influence the deliberations or outcomes of board, committee, commission, and staff deliberation proceedings.

8. Positive Environment. I will help maintain a positive and constructive environment for my committee, city staff and for residents and businesses dealing with the City. I will bear in mind my special role in working with City staff and in no way create the perception of inappropriate direction to staff.

9. Compliance. I understand that this Code of Conduct is intended to be primarily self-enforcing, and that I have the primary responsibility to ensure that these standards are met. I will adhere to and embrace its provisions. I understand that I may be sanctioned or removed as a member in good standing, if I violate one or more of these standards. As a committee member, it is my responsibility to report actions of individual members that appear to be in violation of the Code of Conduct and to cooperate in any investigation of an alleged violation.

10. Reporting Procedures. I will make use of reporting procedures as developed by the City.

Member Name (Print)

Signature

Date