

Town of () Draft Copy

**Code of Ethics and Conduct for Elected and Appointed Officials of the
Town of ()**

Preamble

The proper operation of the Town Of () requires that all elected and appointed officials be honest, fair and impartial. They are responsible to the citizens and the citizens must have confidence in the integrity of the leaders of our community.

In recognition of these goals, there is hereby established a “Code of Ethics and Conduct” for all elected and appointed officials. The purpose of this document is to establish ethical standards of conduct for all such officials by setting forth guidelines for addressing those acts or actions that are incompatible with the best interests of the Town of ().

1. Definitions

For purposes of this document, the following terms shall have the meanings specified:

- a. Officials – Any elected or appointed official of the Town of ().
- b. Private advantage/benefit/gain – As used in this document means any personal advantage, benefit or economic gain, distinct from that enjoyed by members of the general public without regard to the official status or not resulting from lawful and proper performance of duties.
- c. Community/Municipal – refers to the Town of ().
- d. Ethical Behavior – Ethics not only pertains to legal responsibilities, but also includes moral values such as honesty, impartiality and fairness.

2. Avoidance of Impressions of Corruptibility

- a. Officials shall conduct their duties so as not to give a reasonable basis for the impression that such official can be improperly influenced in the performance of his/her official duties. Such officials should conduct themselves so as to maintain public confidence in their performance and the community they represent. They should not be a source of embarrassment to the community and should avoid even the appearance of conflict in the conduct of their municipal duties.

3. Improper Activities

No official shall engage in any enterprise or activity, which shall result in the following:

- a. Using the prestige/influence of his/her office for private gain or advantage to himself/herself or another.

- b. Using facilities, equipment or supplies of the municipality for personal gain or advantage for himself/herself or another.
- c. Using official information not available to the public for his/her private gain or advantage or that of another.
- d. Receiving or accepting, directly or indirectly, any gift or favor from anyone doing business with the municipality under circumstances from which it reasonably could be inferred that such was intended to influence him/her in the performance of his/her official duties, or as a reward for official action.
- e. Knowingly, deviating from or ignoring local ordinances/procedures, state and federal laws.
- f. Sanctioning unethical behavior of other municipal employees.

4. Improper use of Official Position

- a. No municipal official shall use his/her position or the power or authority of his/her office or position in any manner intended to induce or coerce any person to provide, directly or indirectly, anything of value which shall accrue to the private advantage, benefit or economic gain of the official or any other person. This section does not apply to campaign contributions solicited or received consistent with federal, state or local laws.

5. Penalties for Noncompliance — No New Legal Rights

- a. In addition to any other penalty provided by law, violation of any provision of this document by any municipal official shall be a basis for disciplinary action including removal from his/her official position. Alleged violations will be addressed by an Ad Hoc Committee appointed by the Board of Selectmen on an as needed case-by-case basis. The committee will be composed of three persons, who are not affiliated with the circumstances. The committee findings shall be reported to the Board of Selectmen with recommendations as to what action should be taken.
- b. Any official who violates this document may be subject to censure or removal from office as permitted by law.

6. Code of Ethics Supplements Existing Law

This document is intended as an addition to and supplements any federal, state, and local laws relating to the subject matter addressed herein. No provision in this Code of Ethics shall be construed to weaken or reduce other standards of official conduct, specific or implied, contained in any of the Municipal Ordinances.