

RESOLUTION NO. 05-26
ADOPTING THE DYERSVILLE CITY COUNCIL
CODE OF CONDUCT POLICY

WHEREAS, the citizens of Dyersville deserve a city government that is fair, ethical, and accountable; and,

WHEREAS, the Mayor and the Dyersville City Council are committed to the core values of Integrity, Fairness, Respect, and Transparency, which serve as the ethical foundation for all city decisions; and,

WHEREAS, the elected officials recognize that their commitment to these values is essential to maintaining the public's full confidence in the integrity of local government; and,

WHEREAS, the Mayor and the Dyersville City Council recognize the importance of setting clear expectations for the Mayor, City Council, and all appointed officials and boards to foster public trust, ensure respectful and effective governance, and guide officials in serving the community's best interests; and,

WHEREAS, the adoption of a comprehensive Code of Conduct Policy will provide guidance for current and future officials, support positive relationships among council members, staff, and the public, and help address situations where officials may not act in the community's best interest; and,

WHEREAS, the City Council has reviewed the proposed Code of Conduct Policy and finds it to be in the best interest of the City of Dyersville and its residents; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DYERSVILLE, IOWA, AS FOLLOWS:

SECTION 1. The Dyersville City Council Code of Conduct Policy is hereby approved and adopted.

SECTION 2. DEFINITIONS.

1. *Public Official* means any elected or appointed official of the City of Dyersville, including the Mayor, City Council members, and members of boards, commissions, or similar bodies.
2. *Confidential information* means information obtained through official capacity that is not authorized for public release under Iowa Code Chapter 22 or other law.
3. *Operational support* means assistance from city staff with projects, tasks, or administrative functions beyond routine information requests.
4. *Censure* means a formal expression of disapproval by the council, not removal from office.
5. *Social media* means any online platform used to communicate with the public, including City-managed channels and personal accounts when discussing City business.

SECTION 3. SCOPE AND APPLICABILITY. The Dyersville City Council Code of Conduct Policy applies to all public officials of the City of Dyersville, including elected officials (Mayor and City Council) and appointed officials serving on boards, commissions, and similar bodies.

SECTION 4. MEETING DECORUM AND PUBLIC CONDUCT. City officials must maintain civility and decorum in all public meetings and interactions. Personal attacks or belligerent, slanderous, threatening, or abusive comments are prohibited. The Mayor or presiding officer maintains order; officials should honor efforts to keep the discussion focused and voice objections politely and in line with parliamentary procedure. Officials are expected to listen attentively, avoid interrupting speakers, and refrain from sidebar conversations or distracting behavior. The public should be welcomed and treated with courtesy. Time limits may be set for speakers, and comments must remain relevant to the subject under consideration. The same standards of respect apply in private conversations. Words and actions should inspire public confidence and serve as a model for the community.

SECTION 5. STAFF RELATIONS. Elected officials may request information directly from department heads and/or the City Administrator. Any requests for operational support from staff—such as assistance with projects, tasks, work, research, or administrative functions—must be routed through the City Administrator, who manages city operations and allocates resources. Individual elected officials may exercise oversight duties in accordance with the Dyersville Code of Ordinances. The city council acts as a body; individual council members do not have the authority to direct staff or operations. Concerns about city operations should be directed to the City Administrator.

SECTION 6. ADVOCACY AND REPRESENTATION. Officials must clarify when they are representing the official position of the city or council, and when they are speaking as individuals. When representing the city at public events, before other agencies, or in correspondence, officials must support the official city position. Personal opinions or dissenting views must be clearly identified as such and not presented as the city's stance. City letterhead and official channels may only be used for communication reflecting the official position of the council or city. Officials should refrain from lobbying or exerting undue influence on boards, commissions, or other agencies on behalf of private interests.

SECTION 7. CONFLICT OF INTEREST. Officials are required to complete a conflict of interest statement form annually to disclose any financial or personal interests in matters before the city and abstain from participating in related decisions. Disclosure and abstention are required to maintain public trust and avoid the appearance of impropriety.

SECTION 8. GIFTS AND FAVORS. Officials must comply with the State of Iowa Gift Ban Act (Section 68B.22 of the Iowa Code). No official may accept gifts, favors, or promises of future benefits that are prohibited by state law or that could compromise independence or appear improper.

SECTION 9. CONFIDENTIALITY. Officials must respect the confidentiality of information concerning city property, personnel, or affairs. Confidential information may not be disclosed without legal authorization or used for personal gain.

SECTION 10. MEDIA RELATIONS. The Mayor and/or the City Administrator are the designated spokespersons for official city positions. If a council member or appointed official is contacted by the media, they must clearly state whether their comments represent the official position of the council/city or are personal views. Officials must support the official city position when representing the city. City letterhead may be used only for official correspondence; personal or dissenting views must not use city letterhead. Officials should choose words carefully and avoid sarcasm or personal slurs when speaking with the media.

SECTION 11. SOCIAL MEDIA CONDUCT. Officials who discuss City business on social media must communicate respectfully and professionally, as they would in public meetings or official correspondence. Officials must avoid posting confidential or sensitive information and refrain from disclosing information that is not authorized for public release. When expressing personal views on matters before the council or boards, officials must clearly state that they are speaking in a personal capacity and not on behalf of the City. Statements that may be construed as City policy should not be made unless authorized. When practical, officials should link back to the City's website for forms, documents, and information. Content related to City business is a public record under Iowa Code Chapter 22 and may be subject to disclosure. Officials must not use social media to harass, disparage, or attack other officials, staff, or members of the public. If City-managed content is removed for violating policy, it should be retained in accordance with City guidelines, including the time, date, and identity of the poster when available. Failure to conduct oneself appropriately on social media may result in censure by the City Council.

SECTION 12. OPEN MEETINGS AND RECORDS COMPLIANCE. All officials must comply with Iowa's Open Meetings Law (Iowa Code Chapter 21) and Open Records Law (Iowa Code Chapter 22). Meetings and communications regarding City business must be conducted transparently, and records must be made available to the public unless a specific exemption applies. Officials are responsible for understanding these requirements.

SECTION 13. COMPLAINT PROCESS. Any person may submit a written complaint alleging a violation of this Policy to the City Clerk, City Administrator, Mayor, or Mayor Pro-Tem. Upon receipt, the complaint will be provided to the Dyersville City Council and the official(s) named. The city council may request an investigation and set a reasonable timeline for review. The official(s) named in the complaint may respond in writing, and their response will be included in the record. The city council will consider the findings and may take action as outlined in the Enforcement and Censure Section.

SECTION 14. WHISTLEBLOWER PROTECTION. No official, employee, or member of the public shall be subject to retaliation for reporting a suspected violation of this Policy or applicable law in good faith. Retaliation is a violation of this Code and may result in censure.

SECTION 15. CRISIS COMMUNICATIONS. In the event of an emergency or sensitive incident, officials must follow the City's crisis communications protocol. Only the Mayor, City Administrator, or other designated spokesperson(s) may issue official statements. All other officials should refer inquiries to the designated spokesperson and refrain from making public comments until authorized.

SECTION 16. DYERSVILLE MUNICIPAL CODE. Where oversight or the city council authority is exercised, officials must act in accordance with the relevant sections of the Dyersville Code of Ordinances. Officials are responsible for understanding the Code and seeking clarification from the City Administrator or City Attorney when needed.

SECTION 17. DIGITAL SECURITY AND TECHNOLOGY USE. Officials must use City technology, email, and devices responsibly and in accordance with the City's policies. Sensitive information must be protected from unauthorized access or disclosure. Officials should be vigilant against cybersecurity risks, including phishing and malware, and report suspected breaches to the City Clerk or City Administrator immediately.

SECTION 18. PROFESSIONAL DEVELOPMENT. Elected officials are encouraged to participate in continuous learning and professional development opportunities to enhance team effectiveness and ensure that they act in a manner that legally protects the City as an organization. This may include attending the Iowa League of Cities Annual Conference, “Small City Workshops,” and other relevant training sessions provided by municipal professional organizations. Engaging in these activities helps officials stay informed about best practices in governance, changes in state law, and emerging community needs.

SECTION 19. ENFORCEMENT AND CENSURE. The Dyersville City Council Code of Conduct Policy is intended to be self-enforcing, relying on officials’ commitment to uphold its standards. If an official’s behavior warrants attention, the Dyersville City Council is responsible for initiating action. The process includes written notification of infractions; if the behavior continues, the matter may be referred to the Mayor (or the Mayor Pro Tem, if the Mayor is involved). The Mayor (or Mayor Pro Tem) may investigate, counsel, or recommend censure to the full council in a public meeting. If the violation occurs outside the scope of this Policy, the Mayor (or Mayor Pro Tem) may request that the City Attorney, the City Administrator, or the Chief of Police investigate and report their findings. Violations of this Policy are not grounds for challenging the validity of council decisions, i.e., if someone violates this Policy (for example, by acting disrespectfully or failing to disclose a conflict of interest), it does not invalidate or overturn any official decisions made by the Dyersville City Council—such as votes, ordinances, or resolutions.

SECTION 20. PERIODIC REVIEW. To ensure this Policy remains a relevant and effective tool for governance, the City Council shall review the Code of Conduct following each city election. This review process serves to onboard newly elected or appointed officials, allowing the Council to affirm its collective dedication to the principles of conduct and ethics outlined herein.

SECTION 21. All other resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 19th day of January, 2026.

Jeff Jacque, Mayor

ATTEST:

Tricia L. Maiers, City Clerk