

Town of Herndon Code of Ethics

Sec. 2-5. - Code of ethics for the members of the town council and council appointed board and commission members.

Preamble

WHEREAS, the proper operation of local government requires that public officials be independent, impartial and accountable to the citizens, that governmental decisions and policy be made through proper processes, that public office not be used for personal gain, and that the public have confidence in the integrity of its government and public officials; and

WHEREAS, as public officials we are charged with upholding the trust of the citizens and with obeying the law and respecting established policies and procedures; and

WHEREAS, as public officials we have taken the oath of office and have pledged that we will support and maintain the Constitution and laws of the United States, and the Constitution and laws of the Commonwealth of Virginia and further that we will faithfully and impartially discharge the duties of our office.

NOW THEREFORE, in recognition of our obligations as citizens of the Commonwealth of Virginia and as public officials and citizens of the Town of Herndon, we do hereby adopt the following Code of Ethics to guide the Town's council and council appointed board and commission members.

Ethical Responsibilities

- (1) *Faithful and impartial performance of duties.* Members of the town council and council appointed board and commission members shall faithfully and impartially perform their duties to the very best of their abilities and demonstrate integrity, independence, honesty, and ethical behavior in the conduct of all town business.
- (2) *Demonstrate integrity and respect.* Members of the town council and council appointed board and commission members shall treat the public, town staff and each other in a respectful and courteous manner and shall at all times refrain from abusive conduct, threatening or intimidating language or gestures, personal charges, or verbal or written attacks concerning the character or motives of other members of the town council, town boards and commissions, town staff, or the public.
- (3) *Follow established town policies and procedures.*
 - a. Members of the town council and council appointed board and commission members shall bring any concerns about the performance of a town council member or council appointee to the entire council. Herndon Town Charter section 3.5 and 3.9
 - b. Concerns about the performance of a town employee shall be discussed privately with the town manager. Herndon Town Charter section 4.1 and Herndon Town Code section 54-1
 - c. Members of the town council and council appointed board and commission members should direct significant requests for information or discussions concerning town business to the town manager, who directs the day-to-day operations of the town and its employees. Herndon Town Code section 54.1
- (4) *Follow the law.* Members of the town council and council appointed board and commission members shall, as required by the Code of Virginia, fully comply with the provisions of the Virginia Freedom of Information Act, Code of Virginia, §§ 2.2-3700, et seq. and the State and Local Government Conflict of Interests Act, Code of Virginia, §§ 2.2-3100—2.2-3131, as applicable.

(Ord. No. 15-O-45, § 1, 12-8-2015; Ord. No. [19-O-13](#), § 1, 4-9-2019)