

Code of Ethics and Conduct

Elected Officials Policy — Policy X.XX

Effective: MM/DD/YYYY

Applicability

The Mayor and members of City Council shall adhere to the standards as set forth in this policy. Should there be an alleged violation of these standards the City Council reserves the right to forward this information to the appropriate State of Michigan administrative agency.

I. Conflicts of Interest

No elected official shall engage in any activity, have any financial interest, or enter into any relationship that creates - or appears to create - a conflict between personal interests and the interests of the City.

Prohibited financial interests include:

- Contracts, purchases, leases, or sales with the City involving the official or immediate family
- Business entities regulated, licensed, or subject to City action
- Real property in which the City has a regulatory or financial interest

Disclosure & Recusal:

Immediately disclose any actual or potential conflict in writing to the City Clerk. Recuse yourself from all related discussions, decisions, and votes.

II. Gifts & Financial Disclosures

Do not solicit or accept gifts, loans, gratuities, or favors from anyone who has - or seeks - a business relationship with the City, is regulated by the City, or has a financial interest in City decisions.

Permitted exceptions:

- Unsolicited items ≤\$50 (no more than \$100/year per source)
- Ceremonial awards or plaques recognized publicly
- Nominal food at public events open to all attendees
- Lawful campaign contributions under Michigan campaign finance law
- Educational materials related to official duties

Remedy: Promptly decline or return the item when practicable. If return is not feasible, the item shall be reported to the City Clerk and/or City Attorney and transferred to the City for appropriate disposition, which may include donation or public use.

III. Use of City Resources

City property, technology, vehicles, and facilities are for official City business only. Personal use for private gain is prohibited.

Never use City resources for:

- Partisan political campaigning or fundraising
- Personal financial gain or outside business activities
- Harassment, discrimination, or intimidation of any person
- Accessing or transmitting inappropriate content

Confidential City information obtained through public service may never be disclosed or exploited for personal gain - this obligation continues after leaving office.

IV. Conduct Standards

Elected officials shall conduct themselves professionally and respectfully in all interactions with the public, City staff, contractors, and fellow officials.

Key standards:

- Treat all persons with dignity and respect regardless of protected characteristics
- Refrain from abusive, threatening, harassing, or discriminatory conduct
- Be truthful and accurate in all official communications and public statements
- When using personal social media regarding City matters, clearly distinguish personal views from official City positions
- Never disclose confidential City information or make false statements about the City online

V. Political Activity

Elected officials may engage in political activities consistent with their elected role, subject to Michigan campaign finance law. City resources shall not be used for partisan political activities.

VI. Reporting & Enforcement

Duty to Report: Any elected official who becomes aware of a possible ethics violation shall promptly report it in writing to the City Clerk or City Attorney. All such allegations must be submitted under penalty of perjury, affirming that the information is true and correct to the best of the complainant's knowledge and belief.

Non-Retaliation: Retaliation against any person who in good faith reports a suspected ethics violation is strictly prohibited and is itself a violation of this Code.

Consequences for Violations: Violations may result in public censure, referral to the Michigan Department of Attorney General, or referral to appropriate law enforcement agencies.

VII. Ethics Training & Guidance

Elected officials are strongly encouraged to complete ethics training through the Michigan Municipal League or comparable provider within the first year of taking office and every two years thereafter.

For ethics questions, consult the City Attorney (who may provide informal written opinions), the City Manager, or Michigan Municipal League resources before acting.