



## Executive Summary

### City Council Workshop

<b>AGENDA ITEM:</b> <b>Code of Conduct</b>
<b>PREPARED BY:</b> Jacob Kolander, City Administrator
<b>RECOMMENDED ACTION:</b> <b>Discussion</b>

#### Summary:

The Maple Plain City Council's Code of Conduct outlines the ethical guidelines and behavioral expectations for all elected officials, as well as appointed board and commission members, ensuring that they serve the City with integrity, transparency, and accountability.

#### Core Principles:

The Code of Conduct emphasizes the importance of compliance with laws, transparency, respect for roles and responsibilities, and prioritizing the public interest. It calls for elected officials to act in ways that align with the City's values and legal responsibilities, while safeguarding the City's reputation and protecting sensitive information.

#### Compliance and Enforcement:

The Code highlights the accountability of members to uphold these standards and addresses the process for resolving complaints related to potential violations. In cases where legal compliance or ethical issues arise, the City Attorney or City Administrator will be involved. Potential actions following a violation include public censure or removal from appointed positions.

#### Ethical Guidelines:

Key standards include respecting the Open Meeting Law, avoiding conflicts of interest, and ensuring fair conduct with the community. Members are prohibited from using the City's logo

for personal or political gain, and specific rules are provided regarding gifts from interested persons, contractual conflicts of interest, and handling confidential information.

#### Roles and Responsibilities:

The Code provides clear distinctions between the roles of the City Council, the City Administrator, and staff. It sets expectations for City Council members to engage with staff, commissions, and residents respectfully, ensuring all parties can contribute productively. It also emphasizes the importance of working within the framework of the City's organizational structure, with clear lines of communication and decision-making processes.

#### Working with the Community:

Councilmembers are encouraged to treat residents and businesses equitably, ensuring fairness and transparency in all engagements. They are advised to refer any concerns from residents to the City Administrator and ensure communication remains consistent across all parties to avoid confusion or conflicting information.

#### Social Media and Communication:

The Code provides specific guidance on social media use for both official and personal accounts, emphasizing the need for clear separation between public and personal communication. It includes rules on managing interactions with the public, posting restrictions, and ensuring that official channels remain professional and compliant with city policies.

In conclusion, the Code of Conduct serves as a comprehensive framework for maintaining ethical behavior, transparency, and respect in all actions taken by the City Council and its members, fostering public trust and confidence in the local government.