



TOWN SECRETARY'S OFFICE

To: Mayor and Town Council

From: Robyn Battle, Executive Director

Through: Mario Canizares, Town Manager

Re: Board, Commission and Committee Code of Conduct

Town Council Meeting – May 27, 2025

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon an ordinance amending Article 1.04, "Boards, Commissions and Committees," of Chapter 1, "General Provisions," of the Code of Ordinances by adding a new Section 1.04.003, "Code of Conduct for Town Board, Commission and Committee Members."

Description of Agenda Item:

Town Board, Commission and Committee members ("members") are appointed by the Town Council to represent Town of Prosper residents in their respective positions. As leaders in the community, members are expected to uphold a high standard of behavior. The proposed Code of Conduct provides clear guidance for members' conduct, both in person and online.

The attached ordinance emphasizes the importance of treating all people with respect and dignity, and promoting tolerance of various opinions and world views, whether interacting in person or on social media. It also clarifies the appropriate use of the Town logo on social media and the appropriate handling of confidential information.

If approved, the ordinance will be reviewed during the annual member orientation process.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached ordinance to form and legality.

Attached Documents:

1. Ordinance

Town Staff Recommendation:

Town Staff recommends the Town Council adopt an ordinance amending Article 1.04, "Boards, Commissions and Committees," of Chapter 1, "General Provisions," of the Code of Ordinances by adding a new Section 1.04.003, "Code of Conduct for Town Board, Commission and Committee Members."

Proposed Motion:

I move to approve an ordinance amending Article 1.04, "Boards, Commissions and Committees," of Chapter 1, "General Provisions," of the Code of Ordinances by adding a new Section 1.04.003, "Code of Conduct for Town Board, Commission and Committee Members."