

RESOLUTION NO.

A RESOLUTION ADOPTING A CODE OF ETHICS FOR THE PLANNING COMMISSION FOR THE CITY OF WILLARD MISSOURI

WHEREAS, the Planning Commission is entrusted with duties and responsibilities that affect the public interest and the welfare of the community; and

WHEREAS, it is essential that members conduct themselves in a manner that promotes public trust, transparency, fairness, and integrity; and

WHEREAS, the Commission members are expected to be prepared, informed and avoid misrepresentation, and

WHEREAS, the establishment of a formal Code of Ethics provides clear guidance for ethical conduct and accountability in the performance of official duties;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD MISSOURI

1. Adoption of Code of Ethics.

The Code of Ethics, attached hereto and incorporated by reference, is hereby adopted to govern the conduct of members of the Planning Commission.

2. Purpose and Principles.

The Code of Ethics is established to affirm the commitment of members to the highest standards of ethical conduct in the performance of their public duties. Members shall serve the public interest above all private interests and shall exercise independent, impartial, and honest judgment in all matters before them.

3. Standards of Conduct.

Members shall act with fairness, professionalism, and integrity; shall be prepared and informed; and shall avoid misrepresentation in any form. Conflicts of interest, including personal or financial gain, gifts, or favors, shall be avoided, disclosed when applicable, and shall require recusal from related discussions or decisions.

4. Confidentiality.

Members shall not use non-public or confidential information obtained through their official position for personal benefit and shall respect the confidentiality of information entrusted to them.

5. Transparency and Public Participation.

Members shall conduct meetings openly, promote transparency, and encourage meaningful public participation in accordance with applicable laws and regulations.

6. Attendance and Participation. Members are expected to attend and be prepared to participate in meetings. Failure to attend meetings regularly may result in loss of position on the Commission as determined by the Chair and Mayor

7. Effective Date.

This resolution shall take effect immediately upon adoption.

ADOPTED this ____ day of _____, 20, by the [Name of Board / Commission / Body] of the [City / Town / County] of [Name].

ATTEST:

[Clerk / Secretary]

APPROVED:

[Chair / Mayor / Presiding Officer]

CODE OF ETHICS

Service to the Public Interest

Members shall place the health, safety, and welfare of the community above all personal, private, or financial interests and shall perform their duties solely in service to the public good.

Impartiality and Fairness

Members shall exercise independent, objective, and honest judgment, ensuring that all individuals and matters are treated fairly, consistently, and without favoritism or prejudice.

Avoidance of Conflicts of Interest

Members shall avoid conflicts of interest or the appearance thereof. Personal or financial interests, gifts, favors, or benefits that could influence decision-making are prohibited. Any actual or potential conflict shall be fully disclosed, and the member shall recuse themselves from participation as required.

Confidentiality of Information

Members shall safeguard confidential and non-public information acquired through their official duties and shall not use such information for personal gain or the benefit of others.

Transparency and Open Government

Members shall conduct public business openly, in compliance with applicable laws, and shall promote transparency and meaningful public

participation to maintain public trust.

Professionalism and Integrity

Members shall act with honesty, preparation, competence, and respect, avoiding misrepresentation, undue influence, or conduct that undermines the integrity of the public process.

Accountability

Members shall be accountable for their actions and decisions and shall accept responsibility for upholding this Code of Ethics and applicable laws.

Respect and Civility

Members shall conduct themselves with courtesy, dignity, and respect toward colleagues, staff, applicants, and members of the public, fostering a professional and inclusive environment.

Compliance with Law

Members shall comply with all applicable federal, state, and local laws, regulations, ordinances, and policies governing their conduct and responsibilities.

Proper Use of Authority

Members shall not use their official position, title, or authority to secure unwarranted privileges, advantages, or preferential treatment for themselves or others.

Decision-Making Based on the Record

Members shall base decisions solely on the evidence, testimony, and information properly presented as part of the public record.

Avoidance of Undue Influence

Members shall resist improper influence from individuals, organizations, political pressure, or personal relationships that could compromise independent judgment.

Stewardship of Public Resources

Members shall responsibly manage and protect public resources, time, information, and property entrusted to them.

Training and Competence

Members shall seek ongoing education and training relevant to their duties to maintain competence and informed decision-making.

Ethical Leadership

Members shall model ethical behavior, promote adherence to this Code, and encourage a culture of integrity and ethical awareness.

Public Trust and Confidence

Members shall conduct themselves in a manner that strengthens public confidence in the integrity, fairness, and effectiveness of the public body.