

This Code of Conduct is for members of the Ludington City Council and of the City's boards, committees and commissions ("Members") to ensure public confidence in the integrity of local government and its effective, open, and fair operation. In addition, it is to apply the idea that what any one member does has an impact on the effectiveness and actions of the whole in both positive and negative ways. To this end the following standards are established:

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Members will work for the common good of the people of Ludington and not for any private or personal interest and they will ensure fair and equal treatment to all persons, claims and transactions coming before the Ludington City Council, boards, committees and commissions.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of Michigan and the City of Ludington in the performance of their public duties. These laws include, but are not limited to: The United States and Michigan Constitutions; the Ludington City Charter and Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City policies and procedures.

3. Conduct of Members

The professional and personal conduct of Members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from rudeness, disrespectful comments, insults, name-calling, abusive conduct, personal charges or verbal attacks upon the character or motives of other Members of Council, boards, committees and commissions, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order as established by the City Council, board, committees and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City Staff. In addition, it shall also be recognized that all inquiries or requests from Members to City Staff shall go through the City Manager's office in order to keep the proper flow of information.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings. Everyone should feel safe in expressing their opinions, views, and concerns. Clapping, shouting, and booing during meetings are discouraged; except, when invited by the Chair.

6. Conflict of Interest

In order to ensure their independence and impartiality on behalf of the common good, Members shall not use their official positions to influence governmental decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest. Members shall disclose conflicts with investments,

interest in real property, sources of income, and gifts without being required to disclose the value of said conflicts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

7. Policy Role of Members

Members shall respect and adhere to the Council-manager structure as adopted by the Charter of the Ludington City government. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards, committees, commissions, and City staff.

8. Independence of Boards, Committees and Commissions

Because of the value of the independent advice of boards, committees, and commissions to the public decision-making process, Members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board, committee, commission, and staff deliberation proceedings.

9. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealing with City employees and in no way create the perception of inappropriate direction to staff.

Compliance and Enforcement

Ludington City Code of Conduct is intended to be self-enforcing. It therefore becomes most effective when Members are thoroughly familiar with it and embrace its provisions. The Ludington City Code of Conduct expresses standards for ethical conduct expected of Members of the Ludington City Council, boards, committees, and commissions. Members themselves have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards, committees, and commissions and the Mayor, have the responsibility to intervene when actions of Members appear to be in violation of the Code of Conduct are witnessed or brought to their attention. The City Council by majority vote may also impose sanctions on Members whose conduct does not comply with the City's ethical standards. Sanctions may include:

- Official verbal reprimand in an open meeting;
- Formal public letter of censure by Mayor, Chair, or majority of the council or body
- Loss of committee assignment(s);
- Make a referral to the City Board of Ethics;
- Other courses of action as they are made available by state statute and legal means and agreed upon by a majority of the Ludington City Council.

Coordination with Charter and Code of Ordinances.

This Code of Conduct is intended to be consistent with Chapter 15 of the Ludington City Charter and Chapter 2, Article III of the City Code. In the event of a conflict, the City will strive to adhere to the rule or standard that is more ethically stringent.