



# City of Princeton

## Code of Conduct Advisory Boards and Board Members

### Application of the Advisory Board Code of Conduct

City of Princeton Advisory Boards provide input and advice to assist the City Council and staff deliberations in the conduct of City business. Since these Boards are advisory, with the exception of some actions of the Planning Commission, the actions and statements of the Advisory Board members do not necessarily reflect the official positions or policies of the City of Princeton City Council. This Code of Conduct applies to all members of the City's Advisory Boards.

Currently, the City's Advisory Boards include:

- Airport Advisory Board
- Economic Development Authority
- Fire Advisory Board
- Housing and Redevelopment Authority
- Park and Recreation Board
- Planning Commission
- Public Utilities Commission

This Code applies to these Advisory Boards as well as any Boards or Committees that the Princeton City Council may establish in the future.

### Professional Conduct

Board Members should obey all laws applicable to their official actions. Board Members should be guided by the spirit as well as the letter of the law in their deliberations and recommendations.

Board Members should conduct the affairs of the Board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is important to be worthy of the public's trust. Board members meet to conduct the public's business; records of the meeting belong to the public.

Board Members should meet attendance expectations and be prepared for all meetings.

Board Members should feel free to assert policy positions and opinions without fear of reprisal from fellow Board Members or citizens. However, in doing so, Board Members:

- a. Shall be mindful that they were appointed by the City Council to an Advisory Board, and therefore, if they are advising or advocating a position that is contrary to a Council policy that they notify the City Administrator, Mayor and City Council of such as soon as practicable;
- b. Shall be mindful that their chief responsibility is to advise the City Council rather than to advocate to the public at large, particularly when the position of advocacy is contrary to a Council policy;

- c. Shall understand that they hold a position of trust on behalf of the City and its residents;  
and
- d. Shall assert policy positions and opinions on matters within or related to the subject matter of the body on which they serve only through the transparency of official proceedings of the body or in a capacity and manner appropriate for a member of such body. Board Members shall not represent their individual views as being representative of the full body unless they have been formally authorized by the body to do so.

Chairpersons of an Advisory Board are authorized to speak for the body only to the City Administrator or City Council.

Board Members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values;
- Exhibiting trustworthiness;
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others;
- Treating other Board Members and the public with respect and honoring the opinions of others even when the Board Members disagree with those opinions;
- Showing respect for their offices and not behaving in ways that reflect badly on those offices; and
- Recognizing that they are part of a larger group and acting accordingly.

### **Conflicts of Interest**

Board Members shall not participate in providing advice or comments to other Board Members, the City Administrator or City Council on any matter in which they know or have reason to know they have a financial interest. Board Members shall not participate in the making of any City contract in which they have a financial interest. If a Board Member has a conflict of interest, they shall disclose such conflict to other Board Members and file a written statement disclosing the conflict with the City Administrator.

Board Members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach and they should not use their official positions for personal gain. While opinions may vary about what behavior is inappropriate, the City Council will consider impropriety in terms whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Board Member's action would conclude that the action was inappropriate.

### **Confidential Information**

Board Members shall not use or disclose, other than in the performance of their official duties and responsibilities (or as may be required by law), confidential information gained in the course of or my reason of their position.

### **Non-Discrimination/Sexual Harassment**

Board Members shall not, in the performance of their responsibilities as Advisory Board members, engage in unlawful discrimination of any sort, including discrimination against any person on the basis of race, sex, color, national origin, religion, handicap, age, marital status, sexual orientation, or veteran status. Board Members shall not engage in sexual harassment.

### **Penalties for Non-Compliance**

In addition to any other penalty as provided by law, Board Members who violate this Code are subject to removal from the Advisory Board, with the exception of those members appointed by outside jurisdictions to serve on the Fire Advisory Board.

### **Interpretation**

The City Administrator, in consultation with the City Attorney and Mayor, is charged with advising the City Council regarding ethical issues and questions involving the interpretation and application of this Code of Conduct. Board Members may contact the City Administrator with questions regarding this Code of Conduct.



## ACKNOWLEDGEMENT OF RECEIPT

### Code of Conduct for Advisory Boards and Commissions of the City of Princeton

On the date written below, I received the "City of Princeton Code of Conduct Advisory Boards and Board Members". I acknowledge this policy contains basic information related to serving as a volunteer on a citizen advisory board.

I understand that I am responsible for reviewing the contents of this policy and asking questions if I do not understand any part of it.

By signing below, I agree to abide by the policy listed above and hereby acknowledge my responsibilities as a Citizen Advisory Board Member.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CITIZEN ADVISORY BOARD: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_