

Sandy City Council Code of Conduct

Preamble:

Recognizing the vital importance of public trust and the need for ethical, effective, and transparent governance, the members of the Sandy City Council adopt this Code of Conduct. By adhering to these principles, we, as elected officials, commit to upholding the highest standards of behavior and fostering an environment of respect, collaboration, and integrity in all interactions. This Code outlines our shared expectations for conduct among ourselves, with city staff, and with the residents we serve, thereby reinforcing public confidence in the integrity of local government and ensuring its effective, open, and fair operation.

Rules of Conduct:

1. **Compliance with Laws and Policies:** Members shall scrupulously perform their official duties in full accordance with:
 - Utah Code § 67-16, the Utah Public Officers' and Employees' Ethics Act.
 - Sandy Code § 1-3, Code of Ethics.
 - The processes and rules established in the most recent version of the Sandy City Council Policy Booklet.
2. **Fiduciary Duty and Public Interest:** Members shall act with unwavering commitment to the common good of the people of Sandy City. Our decisions and actions will be guided by the public interest, and we will diligently avoid any private or personal interest that could compromise our impartiality or create even the appearance of impropriety. We will strive to be above reproach in all our dealings.
3. **Sobriety and Fitness for Duty:** Members must not represent the city while impaired by alcohol, illegal substances, or unprescribed medications. If prescription medication causes temporary cognitive impairment, members must recuse themselves until the impairment resolves. This section does not limit participation due to a disability or the legitimate use of prescribed medication for a disability.
4. **Recusal in Cases of Impairment:** Members impaired by illness, injury, medication, alcohol, or illegal substances and thus unable to actively participate in City functions must recuse themselves. If at least two Members believe another Member's impairment is affecting their duties during a council meeting, a motion can be made to adjourn to a closed session.

5. **Diligent Preparation and Punctuality:** Members recognize the importance of informed decision-making and shall adequately prepare themselves to actively and meaningfully participate in Council meetings and other City functions. This includes, but is not limited to:
 - Reviewing relevant materials and seeking necessary information.
 - Punctuality when responding to requests from members of the council, staff, and members of the public.
 - Punctuality when attending council meetings or when otherwise representing the City Council.
6. **Fairness, Respect, and Orderly Conduct:** Members shall ensure fair and equal treatment to all individuals, claims, and transactions brought before the Council. To maintain productive meetings, we will:
 - Refrain from interrupting other speakers.
 - Ensure that all comments are germane to the business at hand, avoiding personal attacks or irrelevant remarks.
 - Actively contribute to the orderly and efficient conduct of all meetings.
7. **Civility and Professionalism:** Members shall conduct themselves with the utmost civility and professionalism in all interactions. We will:
 - Refrain from rudeness, disrespectful comments, insults, name-calling, abusive conduct, sexual harassment, bullying, personal charges, threats, or verbal attacks upon the character or motives of fellow city officials, city staff, other individuals representing outside organizations, or members of the public.
 - Foster a culture of mutual respect and understanding.
8. **Constructive Communication:** Members will strive to communicate openly, honestly, and constructively with each other, city staff, and the public. We will actively listen to different perspectives and engage in respectful dialogue.
9. **Focused Engagement:** During Council meetings and other official proceedings, Members shall avoid any actions that could divert the attention of the Council or the audience from the matters under consideration.
10. **Positive and Constructive Workplace:** Members are committed to supporting and maintaining a positive and constructive workplace environment for council

members and all city employees. We will collaborate respectfully and work towards shared goals.

11. Respect for Staff Roles: Members will respect the professional roles and responsibilities of City staff. We will direct inquiries and requests through appropriate channels.

12. Confidentiality: Members shall respect the confidentiality of information designated as such by law or City policy. We will not disclose confidential information without proper authorization.

Accountability:

1. **Duty to uphold:** As members of the Sandy City Council, we acknowledge our responsibility to uphold this Code of Conduct. We will hold ourselves and our colleagues accountable for adhering to these principles and will address, as a body, any potential breaches in a fair and respectful manner.
2. **Response to Allegations of Misconduct:** Allegations of council member misconduct shall be made to the City Council Chairperson. Should the allegation be about the Chairperson, it shall instead be made to the Vice-Chairperson. Neither the Chairperson nor Vice-Chairperson shall dismiss the allegation outright. An allegation must be brought to the attention of the council body during a closed session within a reasonable amount of time. Legal Counsel and professional staff should be consulted as needed.

Upon receiving allegations of misconduct, and in accordance with the Utah Open and Public Meetings Act, the Council should convene a closed session to assess the seriousness and credibility of the allegation and to determine the appropriate response.

At our sole discretion, the Council may conduct:

- Meetings: The Council may continue to discuss the allegations in closed session or during an open and public meeting as deemed necessary.
- Independent Investigation: The Council may initiate an investigation by a neutral third party or outside legal counsel.
- Internal Review: A temporary subcommittee of Council Members may conduct a preliminary internal review.
- Mediation: The Council may seek a mediated discussion between parties, facilitated by an agreed-upon facilitator.

- Other: Other methods of investigation or resolution as deemed appropriate by the council and authorized by law.

All findings and recommendations will be reviewed by the full Council, which has the exclusive authority to implement any disciplinary measures.

3. **Disciplinary Measures:** If the Council determines that a member has breached this code, we may impose any of the following disciplinary measures:

- A verbal or written reprimand during a closed session.
- A verbal or written request for voluntary corrective action.
- Removal from council positions of leadership.
- Removal from council committee assignments.
- Temporary reduction in council member wages paid by the city.
- A formal resolution of censure expressing the Council's profound disapproval of a member's conduct. The Council may opt to read the resolution into the public record, during a city council meeting.
- Other measures as determined appropriate by the Council and authorized by law.