

## EXHIBIT A CODE OF CONDUCT

For Members of Kaysville City Council, Boards, Committees and Commissions

The Kaysville City Council adopts a Code of Conduct for Members of the City Council and of the City's boards, committees and commissions to ensure public confidence in the integrity of local government and its effective, open, and fair operation. To this end the following standards are established:

- 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 Kaysville 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 Kaysville City Council, boards, committees and commissions.

- Comply with the Law

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

- 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.

- 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.

- 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 not permitted; except, when invited by the Chair.

- 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.

In accordance with law, Members shall disclose investments, interest in real property, sources of income, and gifts; 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 ordinance of the Kaysville 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 to in no way create the perception of inappropriate direction to staff.

**Compliance and Enforcement**

Kaysville 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 Kaysville City Code of Conduct expresses standards for ethical conduct expected of Members of the Kaysville 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)
- In accordance with Utah Code 52-4-301 or 10-3-607 may be removed from meetings

Amended:

In addition to the remedies outlined above, Members shall be subject to an Official Warning and Temporary suspension.

Official Warning If a member of the City Council, City Staff, or the Public does any of the following:

- Repeatedly begins speaking without being recognized by the chair;
- Engages in ad hominem insults;
- Engages in boisterous conduct, including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, impertinent, or slanderous utterance that disturbs, disrupts, or otherwise impedes the conduct of the meeting;
- All persons attending a Public Meeting shall obey any lawful order of the Presiding Officer to enforce the Rules of Decorum.

The meeting chair may issue an oral warning before taking further action in response to the offending actions.

This warning, which should clearly identify both the offending behavior and the potential consequences that will arise if such behavior persists, will provide the offending individual with an opportunity to improve his or her behavior before the City takes more serious action, such as removal from the premises. A warning will often be sufficient to halt any abusive treatment. The City Council shall issue this warning by a simple majority vote.

- Suspension from the Meeting If an offending person does not improve his or her behavior in response to an official warning, the City may suspend the abusive individual for the remainder of the meeting and any subsequent meetings which the City has scheduled that day. This temporary suspension from City property provides the offending individual with an opportunity to “cool down” and reflect on his or her behavior. The City council shall approve the suspension from the meeting by a simple majority vote.



**RESOLUTION 16-10-1**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAYSVILLE, UTAH,  
ESTABLISHING A CODE OF CONDUCT. Passed by unanimous vote on Sept. 15, 2016.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAYSVILLE, UTAH, AMENDING  
THE CODE OF CONDUCT. Passed by unanimous vote on Aug. 15, 2019**