

RESOLUTION NO. 2005-04

A RESOLUTION OF THE COUNCIL OF  
THE CITY OF DEL REY OAKS, CALIFORNIA,  
ESTABLISHING A CODE OF CONDUCT FOR COUNCIL AND  
PLANNING COMMISSION MEMBERS

WHEREAS, the City of Del Rey Oaks is interested in establishing a  
framework for day-to-day actions and decision-making by Council and Planning  
Commission Members; and

WHEREAS, a Code of Conduct provides such a framework; and

WHEREAS, a Code of Conduct serves:

- a. To increase public confidence in City government; and
- b. To assist Council and Planning Commission members with decision-making; and
- c. To encourage high standards of behavior by Council and Planning Commission members.

WHEREAS, a Code of Conduct can represent a commitment to uphold a  
standard of integrity beyond that required by law.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Del  
Rey Oaks that it hereby establishes a code of conduct as follows:

**CODE OF CONDUCT OF THE CITY OF DEL REY OAKS CITY COUNCIL  
AND PLANNING COMMISSION**

**A. ETHICAL CONSIDERATIONS**

1. Comply with Law. Council and Planning Commission Members  
shall comply with all applicable laws in the performance of their public duties.

1           2.     Conduct of Council and Commission Members. The professional  
2 and personal conduct of members must be above reproach and avoid the appearance  
3 of impropriety. While it is understood that Council and Commission Members  
4 enjoy First Amendment rights, they should refrain from abusive conduct, personal  
5 charges or verbal attacks upon the character or motives of other members of the  
6 Council, Commission, staff, or the public that is intended to disrupt and not further  
7 the City's business.

8  
9           3.     Respect for Process. Council and Commission Members shall  
10 perform their duties in accordance with the processes and rules of order established  
11 by the Council governing the deliberation of public policy issues, meaningful  
12 involvement of the public, and implementation of policy decisions of the Council by  
13 City staff.

14  
15           4.     Decisions Based on Merit. Council and Planning Commission  
16 Members shall base their decisions on the merits and substance of the matter at  
17 hand, rather than on unrelated considerations.

18  
19           5.     Conflict of Interest. In order to assure their independence and  
20 impartiality in the City's best interest, Council and Planning Commission Members  
21 shall not use their official positions to influence decisions in which they have a  
22 conflict of interest.

23  
24           6.     Gifts and Favors. Council and Planning Commission Members shall  
25 follow the laws that apply to the acceptance of gifts or favors as a public official.

26  
27           7.     Confidential Information. Council and Planning Commission  
28

1 Members shall respect the confidentiality of information concerning the property,  
2 personnel or affairs of the City. They shall neither disclose confidential information  
3 without proper legal authorization, nor use such information to advance their  
4 personal, financial or other private interests.  
5

6 8. Use of Public Resources. Council and Planning Commission

7 Members shall not use public resources, such as City staff time, equipment, supplies  
8 or facilities for private gain or personal purposes.  
9

10 9. Advocacy. Council and Planning Commission Members shall

11 represent the official policies or positions of the Council and the City to the best of  
12 their ability when designated as delegates for this purpose. When presenting their  
13 individual opinions and positions, Council and Planning Commission Members  
14 shall explicitly state they do not represent the opinion of the entire Council or the  
15 Planning Commission.  
16

17 10. Positive Work <sup>place</sup> Environment. Council and Planning

18 Commission Members shall support the maintenance of a positive and constructive  
19 work place environment for City employees, private citizens and businesses dealing  
20 with the City, Council and Planning Commission Members shall recognize their role  
21 in individual dealings with City employees.  
22  
23

24 **B. GENERAL REQUIREMENTS FOR ALL COUNCIL AND PLANNING  
25 COMMISSION MEMBERS**

26 All members of the Council and Planning Commission, including those  
27 serving as Mayor, Vice Mayor, Chair or Vice Chair, have equal votes. No Council  
28

1 or Commission Member has more power than any other, and all shall be treated with  
2 equal respect. Council and Planning Commission Members shall:

- 3 1. Demonstrate honesty and integrity in every action and statement.
- 4 2. Comply with both the letter and spirit of the laws and policies  
5 affecting the operation of City government.
- 6 3. Serve as a model of leadership and civility to the community.
- 7 4. Inspire public confidence in the City of Del Rey Oaks government.
- 8 5. Work for the City's best interest and not personal interest.
- 9 6. Prepare in advance of Council and Commission meetings and be  
10 familiar with issues on the agenda.
- 11 7. Fully participate in Council and Commission meetings and other  
12 public forums while demonstrating respect, consideration, and courtesy to others.
- 13 8. Become familiar with any adopted Council or Commission Rules of  
14 Procedure and with this Code of Conduct.
- 15 9. Be responsible for the highest standards of respect, civility and  
16 honesty in ensuring the effective maintenance of intergovernmental relations.
- 17 10. When communicating with representatives of other governmental  
18 entities or constituents, indicate, if appropriate, that the views are their own, and  
19 may not represent those of the entire Council or Planning Commission.  
20  
21  
22  
23  
24

25 **C. COUNCIL AND COMMISSION MEMBERS CONDUCT WITH**  
26 **ONE ANOTHER**

27 Councils and Planning Commissions are composed of individuals with a  
28 wide variety of backgrounds, personalities, values, opinions, and goals. All have

1 chosen to serve in public office in order to improve the quality of life in the  
2 community. In all cases, this common goal should be acknowledged even as  
3 Council or Planning Commission Members may "agree to disagree" on contentious  
4 issues.

5  
6 1. In Public Meetings:

7 a. Practice civility and decorum in discussions and debate.

8 Difficult questions, tough challenges to a particular point of view, and criticism of  
9 ideas and information are legitimate elements of a free democracy in action. Be  
10 respectful of diverse opinions.

11  
12 b. Honor the role of the presiding officer in maintaining order and  
13 equity. Respect the Mayor's or the Chair's efforts to focus discussion on current  
14 agenda items. Objections to the presiding officer's actions should be voiced politely  
15 and with reason.

16  
17 c. Demonstrate effective problem-solving approaches. Council  
18 and Planning Commission Members have a public forum to show how individuals  
19 with different points of view can find common ground and seek a compromise that  
20 benefits the community as a whole. Council and Planning Commission Members  
21 are role models for residents, business people and other stakeholders involved in  
22 public debate.

23  
24 d. Be respectful of other people's time. Stay focused and act  
25 efficiently during public meetings.

26  
27 2. In Private Encounters:

28 Treat others with respect to maintain public confidence in

1 governmental affairs.

2 **D. PROCEDURAL CONSIDERATIONS**

3 1. Commit to annually review important procedural materials. At the  
4 beginning of each year or as otherwise determined, the Council and Planning  
5 Commission may agendaize at a regular or special meeting time to review the  
6 Council and/or Commission Rules of Procedure, this Code of Conduct, the Brown  
7 Act, conflicts of interest, and other important procedural materials.

8  
9 2. Commit not to politicize procedural issues (e.g. minutes approval or  
10 agenda order) for strategic purposes.

11  
12 3. Endeavor to submit questions on Council or Commission agenda  
13 items ahead of the meeting so that staff can be prepared to respond at the Council or  
14 Commission meeting. Any clarifications or technical questions that can be readily  
15 answered should be handled before the meeting.

16  
17 4. The Mayor or Chair of the Planning Commission will work with the  
18 City Manager, City Attorney, and City Clerk to schedule agenda items.


19 **E. ENFORCEMENT**

20 Council and Planning Commission Members have the primary responsibility  
21 to assure that this Code of Conduct is followed so that the public can continue to  
22 have full confidence in the integrity of government. As an expression of the  
23 standards of conduct expected by the City for Council and Planning Commission  
24 Members, the Code of Conduct is intended to be self-enforcing. It will be most  
25 effective when Council and Commission Members are thoroughly familiar with it  
26 and embrace its provisions. For this reason, Council and Planning Commission  
27  
28

1 Members entering office will be asked to sign a statement affirming they have read  
2 and understood the Code of Conduct. In addition, the Code of Conduct shall be  
3 reviewed and updated as necessary.

4 PASSED AND ADOPTED by the City Council of the City of Del Rey Oaks  
5 at a regular meeting duly held on March 22, 2005, by the following vote:  
6

7 AYES: COUNCIL MEMBERS: CLARK, EDELEN, BUCKLEY  
8 SMITH, ALLION, MAYOR RUSSELL  
9 NOES: COUNCIL MEMBERS: NONE  
10 ABSENT: COUNCIL MEMBERS: NONE

11  
12   
13 Joseph P. Russell, Mayor

14 ATTEST:

15   
16 \_\_\_\_\_  
17 Ronald J. Langford, Acting City Manager