



The City of Kirksville Council Code of Conduct is designed to describe how Councilmembers should act while representing the City of Kirksville. It describes and defines the three R's of government: Respect, Responsibilities, and Roles, and further defines more clearly the behavior that is suitable for certain occasions.

The constant and consistent themes throughout this document are dignity, honesty, and respect. This document is intended to provide general guidance for Councilmembers, it is not an exhaustive list of all situations. This policy is intended to set a standard of conduct and in no way establishes or infers authority for disciplinary action or removal of a Councilmember who fails to meet any of these standards of conduct.

The City Council will review this Code of Conduct annually at the reorganization meeting in April. This Policy will also be given to each City Council candidate running for City Council.

I. Council Conduct with City Staff

Governing the City requires the cooperation of the elected officials who set policy and City staff who implement and administer the policy. The City's organizational structure or Chain of Command should be followed and respected.

- a) Chain of Command – Questions and requests of City staff should be directed to the City Manager. Information given to a Councilmember in response to a question or request will be given to all Councilmembers to ensure equal access to information.
- b) Never publicly criticize an individual employee - Council members should not be critical of a City employee in public, to the employee directly, or to the employee's manager. Staff performance should be discussed with the City Manager.
- c) Treat City staff as professionals – Clear and honest communication that respects the abilities, dignity, and experience of staff members is expected.
- d) Be mindful of productivity – City staff are employed to do public work; City Councilmembers should be mindful of staff time and the value of requested information.

II. Council Conduct with the Public

Public Meetings - The City's business is conducted at City Council meetings by the elected officials of the City.

- a) All council meetings are open to the public, but the public's participation is permitted only at formal council business meetings during the time and in the manner outlined in these rules. Public participation is not permitted during work sessions and other informal meetings, although the public is encouraged to express comments in writing or other communication before those meetings.
- b) For the Council to conduct its business in a manner completely open to the public, the City follows Municipal Code requirements in Chapter 2, Section 2-3, Rules of

procedure for meetings of the City Council and all boards and commissions. The rules of the current edition of Robert's Rules of Order shall be the parliamentary authority and shall govern the conduct of all meetings.

III. In Unofficial Settings

a) Make no promise on behalf of the Council - Council members will be asked to explain a Council action and/or their opinion about an issue. It is appropriate to discuss City policy and to refer questions to City staff for more information. Do not promise Council action or promise that the City will do something specific.

b) Our community is watching – Councilmembers are observed by our community every day in the office. Honesty and respect for all should be demonstrated every day.

IV. Email Responses

a) City Councilmembers may choose to respond to emails.

b) For questions related to Policy and Procedures, the City Manager will respond and include the City Clerk. The City Manager will provide notification to the City Council of the response given.

c) Questions about processes and administrative oversight will also be responded to by the City Manager, who will again include the City Clerk, and provide notification to the City Council of the response.

d) Emails regarding specific employees will be addressed by the City Manager and Department Manager with follow-up with the City Council.

V. Council Conduct with Other Public Agencies

a) Be clear about representing the City or personal interests - Councilmembers may appear before agencies and organizations to give a statement on an issue, at which time they should state the following:

- 1) The statement reflects the official stance of the City; or
- 2) The statement reflects the personal opinion of the individual City Councilmember.

b) Correspondence also should be equally clear about representation - City letterhead may be used when the Councilmember is representing the City and the City's official position. All official correspondence should be given to the City Clerk.

VI. Council Conduct with the Media

Council members may be contacted by the media for background and quotes. Be mindful when talking with the media and choose words carefully.

VII. Attendance Required

Councilmembers shall attend regularly scheduled Council meetings, and any special Council meetings or Study Sessions. Councilmembers should also attend assigned Board and Commission meetings representing the City Council and serving as the liaison between the City Council and the applicable Board or Commission.