



Code of Ethics for the Public Officials of the Town of Matthews

PREAMBLE WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a "frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty," and WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's state motto, *Esse quam videri*, "To be rather than to seem," and WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics, and WHEREAS, as public officials we are charged with upholding the trust of the citizens of Matthews, and with obeying the law. NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the Town of Matthews, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Town of Matthews Board of Commissioners do hereby adopt the following General Principles and Code of Ethics to guide the Public Officials of the Town of Matthews in its lawful decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- Public Officials must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- Public Officials must always remain aware that at various times they play different roles:- As advocates, who strive to advance the legitimate needs of their citizens.- As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions.- As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.
- Public Officials must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Public Officials must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.
- Public Officials of the Town of Matthews are any elected or appointed officials.

CODE OF ETHICS The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Public Officials of the Town of Matthews and to

help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member's best judgment. Section 1. Public Officials should obey all laws applicable to their official actions as members of the board. Public Officials should be guided by the spirit as well as the letter of the law in whatever they do. At the same time, Public Officials should feel free to assert policy positions and opinions without fear of reprisal from fellow Public Officials or citizens. To declare that a board member is behaving unethically because one disagrees with that board member on a question of policy (and not because of the board member's behavior) is unfair, dishonest, irresponsible, and itself unethical. Section 2. Public Officials 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
- Behaving consistently and with respect toward everyone with whom they interact
- Exhibiting trustworthiness
- Living as if they are on duty as elected officials regardless of where they are or what they doing
- 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
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves
- Treating other Public Officials and the public with respect and honoring the opinions of others even when the Public Officials disagree with those opinions
- Not reaching conclusions on issues until all sides have been heard
- Showing respect for their offices and not behaving in ways that reflect badly on those offices
- Recognizing that they are part of a larger group and acting accordingly
- Recognizing that individual Public Officials are not generally allowed to act on behalf of the board but may only do so if the board specifically authorizes it, and that the board must take official action as a body

Section 3.a. Public Officials should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this board will consider impropriety in terms of 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. Section 3.b. If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the

advice of the board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).Section 4. Public Officials should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.Public Officials should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the board has authority.

Public Officials should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.Section 5. Public Officials 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 an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to Public Officials or their employees.In order to ensure strict compliance with the laws concerning openness, Public Officials should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

No elected official, officer or employee of the Town of Matthews shall participate in the award of administration of an ARRA funded project or purchase if that person, that person's spouse, or a member of the person's immediate family has a financial or any other interest in the company selected for award.

Adopted 11/8/10