

RESOLUTION NO. 18-01

**A RESOLUTION ESTABLISHING STANDARDS OF CONDUCT FOR
ELECTED OFFICIALS OF THE TOWN**

WHEREAS, the Town Council believes that the members of the Town Council, including the Mayor, must act at all times within the scope of their lawful authority, in accordance with the highest ethical standards, and in a manner that accords all persons with respect and dignity; and

WHEREAS, the Town Council desires to establish for itself, and for each member of the Town Council, including the Mayor, minimum standards of conduct to assure the same; and

WHEREAS, the failure to comply with such standards would constitute serious misconduct that would reflect poorly on the Town, and would detrimentally affect the credibility of the Town Council and the effectiveness of the Town in serving the community; and

WHEREAS, the Town Council intends that the standards of conduct established herein be enforceable by such consequences as will assure compliance therewith;

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Ridgway, Ouray County, Colorado, that the following Town Council Standards of Conduct are hereby adopted:

RIDGWAY TOWN COUNCIL STANDARDS OF CONDUCT

Section 1. **Scope of Authority.** The Mayor and each Council member has only such authority as is conferred by applicable state statutes, and ordinances not inconsistent with such statutes. No member of the Town Council, including the Mayor, shall act in a manner that exceeds such authority, including but not limited to:

- a. Council Conduct in General
 - a. No member shall purport to speak on behalf of the Town Council on any matter on which the Town Council has not taken a position, or represent a Town Council position inaccurately.
 - b. No member shall make commitments or promises individually on any matter for which a vote or consensus of the Town Council is required.
- b. Council Conduct in Public Meetings
 - a. At Town Council meetings, no one member shall attempt to dominate the discussion. Each member shall strive to speak once on any topic, and then allow each other member to speak on that topic before speaking again. Members shall seek recognition from the presiding officer before speaking. Members shall primarily direct remarks at Town Council meetings to the Town Council as a whole, rather than engaging in back-and-forth arguments with another member.
 - b. The Mayor (or in the Mayor's absence the Mayor pro tem) shall be responsible for presiding over meetings of the Town Council. Except as otherwise specifically granted by the state statutes, the Town's Home Rule Charter, or ordinances not inconsistent therewith, the Mayor (and in the Mayor's absence

the Mayor pro tem) shall, for all other purposes, have only the same powers as any other member of the Town Council. Members shall acknowledge that it is the role of the Mayor to keep the comments of Council members on track during public meetings, and members should honor efforts by the Mayor to focus discussion on current agenda items.

c. Council Conduct with Staff

- a. No member shall act or attempt to act on any matter which is encompassed within the responsibilities of the Town Manager or other staff member.
- b. No member shall give orders to any staff member who reports directly or indirectly to the Town Manager.
- c. Excepting the provision in the Town Manager's contract that he/she works under the "general supervision" of the Mayor; no member shall individually direct the work of the Town Manager or other direct report of the Town Council. Any such directions shall only be given by the Town Council as a whole, and such direct reports shall be held accountable only for directions given by the Town Council as a whole.
- d. Individual members of the Town Council may make reasonable inquiries to the Town Manager concerning matters pertaining to their decision-making responsibilities, but shall be careful to avoid giving orders or directions.
- e. Except where applicable laws or Town ordinances or resolutions specifically provide otherwise, no member shall allow or encourage any employee to disregard the chain of command within the Town, or involve himself or herself in employment matters below the level of the Town Council's direct reports.
- f. No member shall direct or request the hiring or firing of any employee to or from any position that reports directly or indirectly to the Town Manager.
- g. When in doubt about what staff contact is appropriate, Council members should ask the Town Manager for direction.

Section 2. Personal Conduct. The Town Council desires to serve as a positive example for civility, respect, and dignity in its dealings with one another, the Town's staff, citizens, and the business community. To that end, each member shall comply with the following standards of personal conduct:

- a. Each member shall fully prepare for and participate in Town Council meetings and other public forums while respecting the rights of others to be heard and giving due consideration of their views.
- b. Each member shall recognize that the Mayor has the right, in consultation with the Town Manager, to establish the agenda for all meetings.
- c. No member shall berate, intimidate, or belittle others for expressing their opinions or viewpoints, or engage in speech that is inflammatory, defamatory, demeaning, bullying, or threatening.

- d. No member shall make disparaging remarks about any Town employee in a public setting. While criticism about job performance may be a valid topic of discussion, members shall choose a setting appropriate for such discussion.
- e. No member shall fail to comply with any provision of the Town's employee handbook with respect to the treatment of employees, including but not limited to provisions concerning prohibited harassment, discrimination, and bullying.
- f. Each member shall direct all inquiries or requests for staff support to the Town Manager, and shall respect the time limits on staff support.
- g. Each member shall comply at all times with applicable state statutes, the Town's Home Rule Charter, the Ridgway Municipal Code and any Rules of Procedure adopted by the Town Council.

Section 3. Consequences for Violation of Standards of Conduct. Any member of the Town Council who violates these standards of conduct may be subject to disciplinary action. Such disciplinary action shall only be taken upon approval by a vote of a majority of the Town Council members in office. No member shall vote on any matter pertaining to his or her own discipline. The Town Council reserves the right to take one or more of the following steps, after consideration of the seriousness, duration, and/or repeated nature of the violation:

- a. Remedial or educational training on the subject of the violation intended to avoid or prevent future violations;
- b. Public warning;
- c. Removal from any appointed Town Council position or policy liaison role;
- d. A resolution of public censure;
- e. A request that the member resign from his or her elected office; or
- f. Recall from office in accordance with the Town Charter.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 10th DAY OF JANUARY, 2018.

By _____

Pam Kraft, Town Clerk

By _____

John Clark, Mayor