**Code of Ethics for**

**Members of the Board of County Road Commissioners**

**Statement of Purpose**

The \_\_\_\_\_\_\_\_\_\_\_\_\_ County Road Commission desires to have fair, ethical and accountable governance to fulfill its mission of keeping the roads under its jurisdiction in reasonable repair so that they are reasonably safe and convenient for public travel. This requires that:

* Public officials comply with both the letter and spirit of the laws and policies affecting the operations of a county road commission;
* Public officials be independent, impartial and fair in their judgment and actions;
* Public office be used for the public good, not for personal gain; and
* Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the \_\_\_\_\_\_\_\_\_\_\_ County Road Commission has adopted this Code of Ethics for the Members of the Board of County Road Commissioners to assure public confidence in the integrity of the Road Commission and its fair and effective operation.

1. **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 the county and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Board of County Road Commissioners.

1. **Comply with the Law**

Members shall comply with the laws of the nation and the State of Michigan in the performance of their public duties. These laws include, but are not limited to, the Open Meetings Act and the Freedom of Information Act.

1. **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 abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board, the staff or public.

1. **Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the Board of County Road Commissioners governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board by Road Commission staff.

5. **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.

6. **Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand.

7. **Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship which may give the appearance of a conflict of interest. Additionally, no member shall be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an official or employee, except as may be otherwise allowed, with full disclosure, under the Contracts of Public Servants with Public Entities Act, being MCL 15.321, et seq.

8. **Gifts and Favors**

In relation to the acceptance and reporting of gifts, members shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization which tends to influence the manner in which the member performs his or her official duties. Generally, members shall not solicit, accept, or agree to accept, any gift having a market value of greater than $50, lavish entertainment, or other valuable benefits.

9. **Confidential Information**

Members shall respect the confidentiality of information which is deemed confidential by the Open Meetings Act or the Freedom of Information Act and shall not use such confidential information to advance their personal interests.

10. **Use of Public Resources**

Members shall not use public resources unavailable to the public in general, such as Road Commission staff time, equipment, supplies or facilities, for private gain or personal purposes. Members shall not utilize the Road Commission’s name or logo for the purpose of endorsing any political candidate or business.

11. **Representation of Private Interests**

In keeping with their role as stewards of the public interest, members of the Board of County Road Commissioners shall not appear on behalf of the private interests of third parties before the Board.

12. **Advocacy**

Members shall represent the official policies or position of the Road Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent the Road Commission, nor will they allow the inference that they do.

13. **Policy Role of Members**

Members shall respect and adhere to MCL 224.9, which provides that the Board of County Road Commissioners shall act as an administrative board only and the function of the Board shall be limited to the formulation of policy and the performance of official duties imposed by law and delegated by the County Board of Commissioners. Members shall not interfere with the administrative functions of the Road Commission nor the professional duties of Road Commission staff; nor shall they impair the ability of staff to implement Board policy decisions.

14. **Positive Workplace Environment**

Members shall support the maintenance of a positive and constructive workplace environment for Road Commission employees and for citizens and businesses dealing with the Road Commission. Members shall recognize their special role in dealings with Road Commission employees and refrain from creating the perception of inappropriate direction to staff.

15. **Implementation**

As an expression of the standards of conduct for members expected by the Road Commission, this Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

16. **Compliance and Enforcement**

This Code of Ethics expresses standards of ethical conduct expected for members of the Board of County Road Commissioners. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, so that the public can continue to have full confidence in the integrity of the Road Commission.

**Commissioner Statement of Acknowledgment**

As a member of the Board of County Road Commissioners of \_\_\_\_\_\_\_\_\_\_\_\_\_ County, I agree to uphold the Code of Ethics for Members of the Board of County Road Commissioners adopted by the Board and conduct myself in accordance with its provisions. I will:

* Recognize the worth of individuals and appreciate their individual talents, perspectives, and contributions;
* Help create an atmosphere of respect and civility where individual members, Road Commission staff and the public are free to express their ideas and work to their full potential;
* Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
* Respect the dignity of individuals and organizations;
* Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
* Avoid and discourage conduct which is divisive or harmful to the best interests of the Road Commission;
* Treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and fully understand the Code of Ethics for Members of the Board of County Road Commissioners.

Signature: Date:

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