

# MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS SR-47

## CODE OF ETHICS AND CONDUCT

### **Purpose**

The Code of Ethics and Conduct ensures a uniform adherence to the Association's long-standing policies related to legal, moral and professional standards of conduct as it directly relates to his/her professional role as a public official and an active member of this Association. This code also informs the public at large as to how the Association approaches matters involving ethics. The principles set forth in this code will govern the conduct of all members of the Michigan Association of Municipal Clerks.

### **Standards of Behavior**

All MAMC members must affirm their commitment and willingness to abide by the Code of Ethics and Conduct.

### **Fiduciary Responsibility**

A member will exercise prudence and integrity in the management of funds in his/her custody and in all financial transactions for which he/she is responsible and will maintain the safety of monies placed in his/her public trust.

### **Responsibility as Public Officials**

A member will adhere to concepts of effective and efficient local government service being provided by elected and appointed Clerks, Deputy Clerks, and Election Administrators. A member will conduct himself/herself at all times in a manner, which serves the public interest and enhances the stature of the profession. A member will uphold the letter and spirit of the law and report violations of the law to the appropriate authorities.

### **Professional Development**

A member will observe professional technical standards and continually strive to acquire knowledge and improve levels of competence in the statutory duties of the Clerk. A member shall encourage colleagues to improve their competence and set an example for those seeking to enter the field of Public Service.

### **Professional Integrity – Information**

A member will respect and protect privileged information. A member will conduct government openly so the public may make informed judgements and hold public officials accountable. A member will be sensitive and responsive to inquiries from the public and the media.

### **Professional Relationships**

A member will maintain the highest ideals of honor, integrity, and objectivity in all professional relationships.

### **Interactions with Others**

Unwelcome or unwanted conduct or behavior that objectively causes a negative impact, which can include, but is not limited to, comments or behaviors to or from an individual or group that disparage, demean, threaten, intimidate, humiliate, abuse authority, sabotage work, or show disrespect for another.

Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual's age, race, religion, sex, national origin, ancestry, marital status, sexual orientation, gender identity, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

### **Conflict of Interest**

A member will not seek any favor or accept any personal gains, which would influence, or appear to influence, the objectivity or conduct of official duties.

### **Member Misconduct**

The Code of Ethics and Conduct Rules of Procedure will be initiated if a *Request to Investigate an Alleged Violation of Improper Conduct* form is received and/or an active member is convicted by a court of law or censured by their employer for violations relating to the provisions of this Code of Ethics and Conduct.

This process may result in restricted membership rights including, but not limited to, losing voting privileges, the right to serve on committees, or participate in membership services; revocation of CMMC and CMC or MMC designations, and grievous violations may result in expulsion from MAMC without the refund of dues.

### **Ethical Standards Committee**

An Ethical Standards Committee (ESC) is an Ad Hoc Committee that the Board appoints upon receiving a complaint against a member who has allegedly violated the Code of Ethics and Conduct. The ESC will consist of the Immediate Past President, who will serve as the ESC Chair, the current President, and three additional board members they deem appropriate. The committee's primary function is to investigate and file a report with a recommendation to the MAMC Board of Directors. Only MAMC members can submit complaints against another MAMC member for a violation of the Code of Ethics and Conduct.

### **Investigation and Report**

The Ethical Standards Committee is mandated to conduct investigations, including accepting verbal or written statements from other MAMC members, witnesses, or individuals with personal knowledge of the situation and to hold teleconferences with these individuals. The Ethical Standards Committee summarizes the findings to the Board of Directors and recommends whether or not any censure to be applied against the person(s) in the alleged complaint. Given the need to protect members' right to their good name and reputation, complaints that are determined to be frivolous or without factual basis may also incur censure.

### **Action**

Only the Board of Directors has the authority to apply sanctions for violations of the Code of Ethics and Conduct.

*By accepting membership in the Michigan Association of Municipal Clerks, each member agrees to be bound and governed by this Code of Ethics and Conduct.*