

## **CITY OF EL CERRITO**

### **CODE OF CONDUCT FOR ELECTED OFFICIALS**

- Councilmembers should support the right of every qualified citizen to full and equal participation in the democratic process in El Cerrito.
- Councilmembers should work for the common good of the people of El Cerrito.
- Councilmembers should endeavor to treat all members of the public and issues before them in a fair and equitable manner.
- Councilmembers should make impartial decisions, free of bribes, unlawful gifts, narrow political interests and financial or other personal interests that impair independence of judgment or action.
- Council decisions should be fair, objective, made in public, and understandable.
- Councilmembers should fully participate in City Council meetings and other public forums while demonstrating respect and courtesy to others, practicing civility and decorum in discussions and debate, listening courteously and attentively, and engaging in effective communication.
- Councilmembers should act in an efficient manner, making decisions and recommendations based upon research and facts.
- Councilmembers should refrain from abusive conduct, personal charges or verbal attacks upon the character, motives, ethics or morals of other members of the Council, staff or public.
- Councilmembers shall respect and preserve the confidentiality of information provided to them concerning confidential matters of the City, and refrain from disclosing any information received confidentially without proper legal authorization nor use such information to advance the personal, financial, or private interests of themselves or others.
- Councilmembers should use their title only when conducting official City business, for information purposes, or as an indication of background and expertise, carefully considering whether they are exceeding or appearing to exceed their authority.
- Councilmembers should respect established channels of communication with City staff, treat staff members professionally, and should not attempt to pressure or influence discussions, recommendations, workloads, schedules or department priorities without the approval of a majority of the Council. Councilmembers should not attempt to solicit any type of political support from City staff.
- To the best of their ability, Councilmembers should represent the official policies and positions of the City Council. In unofficial settings, Councilmembers should be clear in representing to the public, other agencies, and the media whether their comments or statements represent the official City position or a personal viewpoint.