

CITY OF PALM COAST CITY COUNCIL
CODE OF CONDUCT FOR COUNCIL MEMBERS
Adopted XXX

The City of Palm Coast City Council ("City Council") has adopted the following code of conduct for its Members ("Code of Conduct"). While City Council Members are "Public Officers" as described in Sections 112.311-3261, Florida Statutes ("Code of Ethics") and are subject to the provisions thereof, this Code of Conduct is adopted to provide additional direction for proper conduct of all Members in performing their duties. In the event of any conflict between the Code of Ethics and this Code of Conduct, the Code of Ethics shall control.

A. COUNCIL RESPONSIBILITIES

In addition to the duties outlined in the Florida Statutes, City Charter and Code of Ordinances, Members must:

- Regularly attend all City Council meetings.
- Prior to City Council meetings, review the agenda and back-up materials provided and direct all questions or requests for additional information to the City Manager.
- Be prepared to discuss agenda items and make reasonable inquiry before making decisions.

B. PROFESSIONAL CONDUCT OF MEMBERS

Members shall observe the following at all times while performing their duties:

- Members should contact the City Manager to obtain information or documents and answer questions. Questions or requests for information should not go directly to City staff and should be routed through the City Manager unless otherwise arranged. Should legal questions arise, Members should contact the City Attorney directly.
- Members should not give direction to City staff. Pursuant to the City Charter, City Council Members are expressly prohibited from interfering with the performance of the duties of any City employee who is under the direct or indirect supervision of the City Manager or City Attorney. Such action is considered malfeasance as per the Florida Statutes.
- Members should not seek to manage City vendors, contractors or subcontractors. This is the responsibility of City staff and the City Manager.
- When interacting with citizens, Members should refrain from making any commitments or decisions on behalf of the City Council without prior approval by the entirety of the City Council.

- Members shall act in accordance with collective City Council decisions and shall not act unilaterally or contrary to City Council's decisions.
- Members should act professionally, with respect and dignity toward each other, and refrain from personal attacks. Members should conduct themselves courteously toward each other, City Staff, the City Manager, the City Attorney, citizens and residents.

C. VIOLATIONS

Members who violate this Code of Conduct are deemed to be acting outside the course and scope of their authority. Any Member in violation of this policy, as determined by a majority of the City Council, will first receive a warning letter. Further or continued violations may subject the Member to public reprimand, immediate censure by the City Council and/or referral to the Florida Commission of Ethics where appropriate.

D. PLEDGE

I have read the above Code of Conduct. I pledge to act in accordance with my obligations as described above.

Signature: _____ Date: _____

Print Name: _____

SAMPLE