

## **Ordinance 37**

### **ADOPTING A CODE OF ETHICS FOR ELECTED or APPOINTED OFFICIALS**

#### **PREAMBLE**

The City Council of Lake City will ensure that the operation of this government entity be independent and impartial to making governmental decisions and policy be made within the proper channels of the governmental structure.

#### **ORDAINING CLAUSE**

BE IT ORDAINED BY THE CITY COUNCIL OF LAKE CITY, TEXAS

#### **SECTION I**

##### **AUTHORIZATION**

The mayor or his/her designee is hereby authorized and directed to implement and enforce this Code of Ethics to each council member.

#### **SECTION II**

##### **APPLICATION**

The application of this ordinance shall apply to all elected or appointed council members that will represent the city of Lake City Texas.

**Goals and duties required of elected or appointed council member will be as follows:**

- Appointed and elected council members shall always support:  
The Vision Statement, Mission Statement and Values as developed by the Executive Management Team.
- Create a strategic plan with concise goals.
- Implement a system to measure goal achievements on a quarterly basis.
- Speak with one voice once a majority decision has been rendered.
- View responsibilities to the entire city as stakeholders and not to certain sections of the city.

**Listed criteria should be followed by each elected or appointed council member individually at all times:**

- Operate within the scope of authority provided within in the City Charter and in accordance with all applicable laws.
- Observe and abide by the Open Meetings Act and refrain from meeting in numbers more than a quorum with the intent of avoiding open meetings requirements.
- Appoint a duly authorized delegate or sub-committee to attend to matters within the council's scope of authority that the council does not pursue as a body, requiring appointed delegate(s) or sub-committee(s) to report back to the council to allow for an informed and approved decision by the governing body as a whole.
- Designate the Mayor or his/her designee(s) as a spokesperson on policy decisions collectively reached at properly posted meetings once decision is complete to avoid the appearance that the council was not in full agreement with the direction taken.
- Follow the rules of debate as set forth in the Council's parliamentary authority during council meetings.
- Respect the delegation of authority and responsibility to elected or appointed officials as designated by the City Charter.
- At all times AVOID inappropriately providing direction or administrative matters or any other matters that have not been assigned or appointed to said council member within the scope of their authority.
- Direct all requests for information from City personal to the appropriate appointee or Mayor. In the absence of the Mayor report to Mayor Pro-tem

to avoid the appearance of any impropriety or undermining of the appointee's position and authority.

- Seek clarification from the City Attorney when necessary regarding the scope of the councils authority or responsibility, proper process, or other legal issues.
- Treat citizens, elected or appointed council members in a courteous and fair manner at all times and avoid placing council members in a position that could reasonably be perceived to create undue influence by any individual council members.
- Behavioral issues WILL NOT be tolerated and could result in immediate removal from the position in which you have been elected or appointed upon notification of event(s) to the Mayor or his/her designee(s).
- Must comply with all State and Local laws relating to Conflict of Interest or for self-financial gain.
- Be open, honest, and forthright in your dealings with one another within the council.
- All elected and appointed council members shall accomplish their responsibilities in a manner that is not imprudent, unethical or in violation of applicable codes of professional ethics and conduct.

### **SECTION III**

#### **EFFECTIVE DATE**

This Ordinance shall become effective immediately upon its passage and publication as required by law. It shall be required that each elected and appointed council member sign a letter/affidavit that he or she have read and understand the contents of this ordinance.

## **SECTION IV**

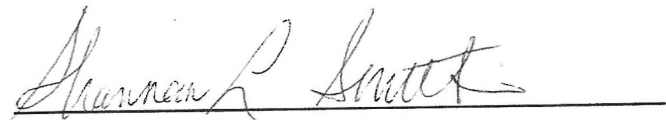
### **SEVERABILITY & PENALTIES**

The council will appoint an appropriate party, either a delegate or a subcommittee, to which conflicts between or personnel issues involving council appointees (other than those for which there is an affirmative duty to report to the full council) may be addressed. That delegate or subcommittee shall be responsible for informing the Council of any good faith belief that there has been misconduct on the part of an elected or appointed council member and for conducting any investigation as requested by the Lake City Council. Only the entire council may authorize such an investigation to occur. The entire council will determine the action to be taken depending on the severity of his/her actions that have been determined by the disclosure if the investigation.

If for any reason any section of this Ordinance 37 is not observed and followed by each elected or appointed council member, action will be determined depending on the severity of the matter. Some incidents may or may not need an investigation to determine if the incident has been deemed. In that situation the Mayor or Mayor Pro-tem has the right to request the removal of the said council member effective from the date incident occurred.

### **CONCLUSION**

READ, APPROVED, AND PASSED ON THIS 18<sup>th</sup> DAY OF October, 2022.



SHANNAN SMITH  
Mayor of Lake City

**ATTEST**

I, Debbie Holt, City Secretary of Lake City, Texas, do hereby certify that the foregoing is a true and correct copy of Ordinance 37, passed and approved by the City Council of Lake City, Texas, at a meeting held on the 18th day of October, 2022.

Debbie Holt  
Debbie Holt  
City Secretary

1<sup>st</sup> Reading 9/26/22  
2<sup>nd</sup> Reading 10/18/22  
Revised 10/18/22

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In the fiscal year ending August 31, 2021, the City of Lake City began a project to convert pertinent ordinances in the format recommended by the Texas Municipal League. Ordinance 37 is one of those ordinances.



*City of Lake City, Tx Est. 1979*  
*A City with Community at the Heart*

*Physical Address: 104 Cox Dr.*  
*Mailing Address: P.O 177*  
*Lake City, Tx 78368*

<b>CODE OF ETHICS FOR ELECTED / APPOINTED COUNCIL MEMBERS</b>
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Each elected or appointed council member has received a copy of Ordinance #37 Adopting a Code of Ethics guide and rules that is applicable to each council member as set by the Lake City Council.

Your signature below indicates you have received and read the document provided to you in relations to the Code of Ethics and will become part of your personal file.

\_\_\_\_\_  
Signature of Elected or Appointed Official

\_\_\_\_\_  
Printed Name of Elected or Appointed Official

\_\_\_\_\_  
Position Held

\_\_\_\_\_  
Date