

## **TOWN OF PURCELLVILLE CODE OF CONDUCT FOR COMMITTEES, COMMISSIONS AND BOARDS**

Recognizing that persons holding a position of public trust are under constant observation by the media and interested Town of Purcellville residents, and recognizing that maintaining the integrity and dignity of the public office is essential in maintaining high levels of public confidence in our institutions of government. The citizens serving on our committees, commissions and boards should adhere to the following standards of conduct:

- 1) Avoid during either public or private meetings, and during the predominance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or staff.
- 2) Pay all taxes due the Town, County, State or Federal Government.
- 3) Attend all regularly scheduled meetings of the committees, commissions, or boards to which he or she has been assigned. Absences may be excused with permission from the Chair of the affected committee, commission, or board. Unexcused absence from more than three regular meetings in a row, or more than twenty-five percent of the regular meetings in a year, may result in removal of the member by Town Council from the affected committee, commission or board.
- 4) Make a conscientious effort to be prepared for each meeting.
- 5) Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
- 6) Respect the rights of colleagues to have different opinions, enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
- 7) Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and citizens will feel comfortable as observers or participants.
- 8) Maintain an attitude of courtesy and consideration towards all citizens, colleagues, and staff during all discussions and deliberations.

- 9) Be open-minded and patient. Allow citizens, staff and colleagues sufficient opportunity to present their views.
- 10) Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.
- 11) Avoid comments, body language or distracting activity that conveys a message of disrespect or lack of interest.
- 12) Respect all local, state and federal laws, rules and other regulations.
- 13) Publicly acknowledge the adopted position of the committee, commission or board when asked about a decision.

Any member of a committee, commission, or board may be removed from his position for violation of one or more of the above standards of conduct by an affirmative vote of at least 5 members of the Town Council.

Prior to removal of a member from a committee, commission, or board, Town Council shall notify the member that he has violated a standard of conduct that may result in the member's removal from his position ("Notice"). The Notice shall state the nature of the violation and shall offer the member an opportunity to respond in writing to the Town Council, which response must be received by the Town Council no later than 15 calendar days after the date of the Notice. After the time to receive a written response from the member has passed, the Town Council may vote on the member's removal at one of the Council's regular meetings.

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*Committee, Commission or  
 Board Member Signature*

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*Committee, Commission or  
 Board Member (Print Name)*

\_\_\_\_\_  
*Committee Appointed to*

\_\_\_\_\_  
*Date of Signature*