

**CITY OF SANTA FE SPRINGS
CODE OF CONDUCT FOR
ADVISORY COMMITTEE APPOINTEES**

The “Code of Conduct for Advisory Committee Appointees” shall provide as follows:

A. All appointees to City of Santa Fe Springs Advisory Committees are expected to serve the City with the highest personal and professional integrity at all times. Accordingly, all appointees to such Advisory Committees agree, as a condition of their appointment, to abide by the following requirements:

1. Advisory Committee appointees will abide by their respective committee by-laws, as well as all applicable laws, regulations, ordinances, and other legal authority governing the position to which they have been appointed.
2. Advisory Committee appointees will not improperly use the prestige and influence of their appointment for private gain or advantage.
3. Advisory Committee appointees will perform their duties in a professional and responsible manner. They shall treat their colleagues, appointed and elected officials, City employees, and members of the public with respect, dignity, and fairness at all times, and will refrain from disparaging, defaming, or discriminating against any such person either in person, in the press, on social media, or to other parties.
 - a. RULES: Robert’s Rules of Order (the most recently revised edition), except where inconsistent with the express provisions of the law, this Code of Conduct, other resolutions of the City Council, and the Advisory Committee’s by-laws, as well as its standing rules, shall govern the conduct of meetings of the Advisory Committee.
 - b. ADDRESSING OTHERS: Advisory Committee appointees are encouraged to use appropriate titles when acknowledging a colleague or meeting participant. Titles such as “Mr.,” “Mrs.,” “Ms.,” “Mr./Madam Vice-Chair”, “Mr./Madam Chair”, etc. should be used to address fellow appointees or the public. This fosters an air respect and professionalism.
4. Advisory Committee appointees acknowledge that as representatives of the City of Santa Fe Springs, they are expected to comport themselves in a manner that protects the City’s reputation and should not engage in any activity that would bring their appointed position or the City into disrepute.

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5. Advisory Committee appointees shall make sure that their decisions and actions are reasonable, fair, and appropriate to the circumstances based on consideration to relevant facts and supported by adequate evidence or documentation.
6. Advisory Committee appointees shall utilize facilities, equipment, supplies, or other resources of the City made available to them as a result of their appointed position for Advisory Committee business only and not for personal gain or political purposes.
7. Advisory Committee appointees shall not accept any gift or benefit that is intended, or likely, to cause them to act in a non-impartial manner in the course of their duties and shall report any such attempt to improperly influence them to an appropriate authority.
8. Advisory Committee appointees shall not make any public comment in a private capacity regarding the body to which they have been appointed unless first prefacing their remarks by stating that such comment is made in a private capacity and does not represent the official view of the Advisory Committee on which they serve, unless otherwise authorized by the body as a whole to do so.
9. Advisory Committee appointees, in the event a conflict of interest arises, shall take appropriate action to resolve the matter, which may include disclosure of the conflict, relinquishment of the personal interest giving rise to the conflict, withdrawal (recusal) from consideration or particular task where the conflict arises, and/or resignation from the appointed Advisory Committee.
10. Advisory Committee appointees must abide by the attendance requirements as set forth in their respective Advisory Committee by-laws. Missing the required number of meetings as defined in the by-laws will result in dismissal.
 - a. PUNCTUALITY: Advisory Committee appointees must arrive within fifteen minutes after the start of an Advisory Committee meeting called to order by the Chair or Vice-Chair. Failure to arrive to a scheduled Advisory Committee meeting within fifteen minutes of it being called to order will be considered an absence and duly noted by the Advisory Committee's Executive Secretary.

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- B. All applicants seeking appointment to an Advisory Committee acknowledge that by executing the "Application for Committee Appointment" they have read and understand the "Code of Conduct for Advisory Committee Appointees" and agree that any violation of the same may constitute grounds to subject them to removal from their appointed position by the City Council of the City of Santa Fe Springs.

- C. Any violation of the "Code of Conduct for Advisory Committee Appointees" shall serve as sufficient cause for the removal of an appointee, subject to appropriate due process or other procedural requirements to the extent required by law for the particular appointment at issue.
 - 1. VACANCY DUE TO RESCINDED APPOINTMENT: Should an Advisory Committee appointee have their appointment rescinded as a result of non-compliance to the respective Advisory Committee's by-laws, he/she will be unable to be re-appointed to the respective Advisory Committee for a period of two years from the date of their dismissal.

Applicant's Signature

Date