

RESOLUTION 2022-12

A RESOLUTION TO APPROVE REVISIONS TO THE CODE OF CONDUCT FOR BOARD, COMMISSION, AND COMMITTEE MEMBERS

WHEREAS, the City Council approved a Code of Conduct for Appointed Officials in 2005 with the intention of ensuring that all members of Boards, Commissions, and Committees (Advisory Bodies) adhere to a set of common principles as they fulfill their roles and responsibilities; and

WHEREAS, in 2020, City Council reviewed and adopted revisions to the City Council Administrative Policies and Rules of Order and Procedure, including revisions to the City Council Code of Conduct; and

WHEREAS, on September 21, 2021, the City Council held a study session and made several modifications to Advisory Body policies including a provision to provide orientation training to new City advisory body members; and

WHEREAS, during the review and update of the City Advisory Body Member handbook, staff identified the need to make modifications to the 2005 version of the Code of Conduct for Appointed Officials based on the revisions to the City Council Code of Conduct; and

WHEREAS, the Code of Conduct for Appointed Officials shall hereafter be entitled "Code of Conduct for Board, Commission and Committee Members"; and

WHEREAS, the Code of Conduct for Board, Commission and Committee Members will be included in the training materials and the Handbook for City Advisory Body Members; and

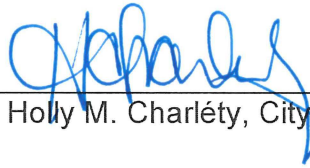
WHEREAS, City Advisory Body Members are expected to abide by the Code of Conduct for Board, Commission and Committee Members, and that members who are found by the City Council to be in violation thereof could be subject to removal from the Advisory Body.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito adopts the Code of Conduct for Board, Commission and Committee Members attached hereto as Exhibit A, and directs staff to ensure that a copy is provided to all Advisory Body members and included in all orientation and training materials.


I CERTIFY that at a regular meeting on February 15, 2022 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES: Mayor Quinto; Mayor Pro Tem Motoyama; Councilmembers  
Abelson, Fadelli, and Rudnick  
NOES: None  
ABSTAIN: None  
ABSENT: None

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on February 17, 2022.

  
\_\_\_\_\_  
Holly M. Charléty, City Clerk

APPROVED:

  
\_\_\_\_\_  
Gabe Quinto, Mayor

## Code of Conduct for Board, Commission, and Committee Members

Individuals appointed to a City board, commission, or committee (Advisory Bodies) are considered an appointed official and are expected to abide by the following code of conduct. Any violation of this code may result in removal by the City Council.

Advisory Body members shall:

1. Work for the City Council and the common good of the people of El Cerrito and not for any private or personal interest.
2. Endeavor to treat all members of the public and issues before them in a fair and equitable manner.
3. Make impartial decisions free of bribes, unlawful gifts, narrow political interests, and financial or other personal interests that impair independence of judgment or action.
4. Make decisions that are fair, objective, made in public, and understandable.
5. Fully participate in their 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. Advisory Body members are expected to contact their staff liaison if they cannot attend a scheduled meeting.
6. Act in an efficient manner, making decisions and recommendations based upon research and facts in accordance with the Brown Act to allow full and equal participation in the public process.
7. Refrain from abusive conduct, personal charges, or verbal attacks upon the character, motives, ethics, or morals of other members of their board, other boards, City staff, or members of the public.
8. Refrain from negative comments regarding any person or group based on their race, ethnicity, sex, gender identity, sexual orientation, national origin, immigration status, religion, disability, age, marital status, or membership in any other protected category.
9. 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.
10. Use their title only when conducting official City business, and carefully consider whether they are exceeding or appearing to exceed their authority. This includes use of their title in any personal setting, community event, speech, or other activity not facilitated by the individual's Advisory Body.
11. Respect established channels of communication with City staff, treat staff members professionally, and not attempt to pressure or influence discussions, recommendations, workloads, schedules, or department priorities without the approval of the City Council. This includes refraining from portraying personal opinions or views as the view of the Advisory Body and respecting the role of the Advisory Body Chair who is responsible for conveying recommendations of the advisory body to City Council.
12. Not attempt to solicit any type of political support from the City Council or City staff.
13. Comply with all rules and regulations established by state and local law, as well as those established by City Council.