

LAMAS CODE OF ETHICS

1.0 PROFESSIONAL DEVELOPMENT

1.1 Members shall make it a duty to continually improve their professional ability and to develop the competence of associates in the use of management techniques.

2.0 DEDICATION TO A DEMOCRATIC LOCAL GOVERNMENT

2.1 Members shall be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

2.2 Members shall affirm the dignity and worth of the services rendered by government and maintain a constructive, creative and practical attitude towards local government affairs and a deep sense of social responsibility as a trusted public servant.

3.0 HIGH IDEALS OF HONOUR AND INTERGRITY

3.1 Members shall conduct themselves at all times in such a manner as to create respect for themselves, as local government employer, and the jurisdiction they represent.

3.2 Members must be dedicated to the highest ideals of honour and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public and always put loyalty to high moral standards and to the country above any loyalty to persons, departments or agency, or political or other interest.

- How do we align to a Municipality Code of Ethics and
- How do we make known to Councillors

4.0 SERVING THE BEST INTEREST OF ALL

4.1 Members shall place public interest above the individual, group, or special interests recognising that the chief function of local government at all times is to serve the best interests of all the people.

5.0 PROVIDE POLICY ADVICE TO ELECTED OFFICIALS

5.1 Members shall submit policy proposals to elected officials, provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals, and uphold and implement municipal policies adopted by elected officials.

6.0 IMPARTIALITY AND LOYALTY TOWARDS ELECTED OFFICIALS

6.1 Members shall recognise that elected representatives of the people are entitled to the credit for the establishment of municipal policies; responsibility for policy execution rests with the members.

6.2 Members shall not engage in the active participation of the election campaign.

7.0 INFORMATION SHARING

7.1 Members shall encourage communication between the citizens and all local government officers, emphasize friendly and courteous service to the public, and seek to improve the quality and image of public service.

8.0 RESISTING ENCROACHMENT ON PROFESSIONAL RESPONSIBILITIES

8.1 Members shall resist any encroachment on professional responsibilities, so as to be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

9.0 FAIRNESS ON PERSONNEL MATTERS

9.1 Members shall handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions and discipline.

10.0 GIFTS AND PROFITS

10.1 Members shall refrain from using their positions for personal gain or profit secured by use of confidential information or by misuse of public time.

10.2 Members shall not accept any personal gifts, favour, service, money or anything of value from the public which might reasonably tend to influence the impartial discharge of duties.

11.0 DISCLOSURE OF INTERESTS

11.1 A member shall disclose any interest he/she has in any transaction or investment which may be in conflict with his/her official duties.

11.2 A member shall after disclosing his/her interest on a transaction recuse him/herself from the discussion of the matter.

12.0 PENALTIES

12.1 Below are penalties for breaching the Code of Ethics.

1. Fines
2. Termination of Membership
3. Suspension
4. Forfeiture

12.2 The Executive Committee shall prepare rules or procedures to be applied where there are allegations of misconduct against a member. The Rules of natural justice shall apply in cases of misconduct.

GUIDELINES

- 1. Advice to Officials of Other Municipalities:** When members advise and respond to inquiries from elected or appointed officials of other Municipalities, they should inform the administrators of those communities.
- 2. Public confidence:** Members should conduct themselves so as to maintain public confidence in their profession, their local government, and in their performance of the public trust.
- 3. Length of Service:** A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances it may be in the best interests of the municipality and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honour commitments concerning conditions of employment, a vote of no confidence in the Member, or to serve personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.
- 4. Conflicting Roles:** Members who serve multiple roles-working as both city Treasurer and Town Clerk for the same community for example – should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other options may be considered.
- 5. Elections of the governing Body:** Members should maintain a reputation for serving equally and impartially all members of the governing body of the Municipality they serve. To this end, they should not engage in active participation in the election campaign on behalf of or in opposition to candidates for the governing body.

- 5.1 Elections of Elected Executives:** Members should not engage in the election campaign of any candidate for Mayor or Committee Chair or Committee Member.
- 5.2 Other elections:** Members share with their fellow citizens the right and responsibility to exercise their franchise and voice their opinion on public issues. However, in order not to impair their effectiveness on behalf of the local government they serve, they should not participate in election campaigns for representatives from their areas to local government, or national government.
- 6. Presentation of Issues:** Members may assist the governing body in presenting issues involved in referenda such as bond issues, boundary extension, Policies or Legislation and similar matters.
- 7. Self-Assessment:** Each member should assess his or her professional skills and abilities on a periodical basis.
- 7.1 Professional Development:** Each Member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of LAMAS or similar international bodies in Local Government.
- 8. Equal Opportunity:** members should develop a positive program that will ensure meaningful employment opportunities for all segments of the community. All programs Practices, and operations should (1) provide equality of opportunity in employment for all persons, (2) prohibit discrimination because of race, colour, religion, sex, national origin, political affiliation, physical handicaps, age, and level within the organization.

9. Resistance Encroachment on Professional Responsibility

Members should avoid carrying out unofficial directives from any official, be they local authority or ministry officials where such directives are outside laid down channels of communication and/or exact undue influence on professional judgement in decision making.

10. Gifts: Members should not directly or indirectly solicit any gifts or accept or receive any gift whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form under the following circumstances (1) it could be reasonable inferred or expected that the gift was intended to serve as a regard for any official action on their part.

It is important that the prohibition of unsolicited gifts be limited to circumstances related to improper influence. The guideline is not intended to isolate members from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

11. Investment in Conflict with Officials Duties: Members should not invest or hold an investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict with the official duties.

In the case of real estate, the potential use of confidential information and knowledge to further a Member's personal interest requires special consideration. This guideline recognizes that members' official actions and decisions can be influenced if there is a conflict with personal investments.

Because personal investments may prejudice or may appear to influence official actions and decisions, members may, in concert with their governing body, provide for disclosure of such investments prior as municipal administrator or prior to accepting an official or prior to any official action by the governing body that may affect such investments.

12. Personal Relationships: Members should disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest. For example, if the Manager's spouse works for a developer doing business with the local government, that fact should be disclosed.

13. Confidential Information: 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.

14. Private Employment: Members should not engage in, solicit, negotiate for, or promise to accept private employment nor should they render services for private interests or conduct private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may involve conflict of interest or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

15. Representation: Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

16. Endorsement: members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, whether or not for compensation. Members may, however, agree to endorse the following, provided they do not receive any compensation (1) books or other publications, (2) professional development or educational services provided by non-profit membership organizations or recognised educational institutions; (3) products and/or service in which the local government has a direct economic interest.

Members' observations, opinions and analysis of commercial products used or tested by their municipalities are appropriated and useful to the profession when included as part of professional articles and reports.