



Town of Siler City Resolution

ESTABLISHING THE CODE OF ETHICS FOR THE TOWN OF SILER CITY ELECTED BOARD AND ADVISORY BOARDS AND COMMITTEES

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics and, pursuant to Section 160A-86, the Town of Siler City Board of Commissioners have previously adopted a Code of Ethics Resolution on June 2, 2014, for the Mayor and Board of Commissioners; and

WHEREAS, it is appropriate that members of City advisory boards and committees as well as Mayoral and City Board of Commissioners appointees to non-city bodies (hereinafter "Advisory Board Members"), also adhere to a Code of Ethic; and

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a "frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty," and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina's State Motto, *Esse Quam Videri*, "To Be Rather than to Seem," and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics, and

WHEREAS, Elected and Advisory Boards are charged with upholding the trust of the citizens and residents of the Town of Siler City, and with obeying the law, and

WHEREAS, Elected and Advisory Boards of the Town of Siler City believe the citizens and residents are entitled to the most open and ethical government possible under the law.

NOW THEREFORE, in pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, the Town of Siler City Mayor and Board of Commissioners, do hereby adopt the following General Principles and Code of Ethics to guide the Elected Board and Advisory Board Members in the lawful decision-making and advisory capacities:

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depends upon public confidence in the integrity of the government, and upon responsible exercise of the trust conferred by the people upon their elected officials.

- For ethical standards of conduct for advisory board members and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a member's best judgment. Each board member must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- Elected and Advisory Board members must be able to act in a manner that maintains their integrity and independence yet is responsive to the interests and needs of the Town.
- Elected Board members must always remain aware that at various times they play different roles:
 - As advocates, who strive to advance the legitimate needs of their citizens and residents,
 - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions, and
 - As fair and impartial decision-makers, when making quasi-judicial and administrative determinations.
- Elected Board and Advisory members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Elected and Advisory Board members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of the residents of the Town.
- Each Elected and Advisory Board member must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.
- Must be able to act in a manner that maintains their integrity and independence yet is responsive to the interests and needs of those they represent and must always remain aware that they may, at various times, play different roles.
- As advisors, who balance the public interest and private rights in considering and recommending, among other things, ordinances, policies, and decisions.
- Elected and Advisory Board members should arrive at fair and impartial determinations.

CODE OF ETHICS

Purpose.

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Elected Board and Advisory Board Members and to provide guidance in determining what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member's best judgment.

Section 1.

(a) Elected and Advisory Board members should obey all laws that apply to their official actions as members of the board. Members should be guided by the spirit as well as the letter of the law in whatever they do. At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To assert that a board member is behaving unethically due to the fact that one has a disagreement with that board member based on a question of policy (and not on the board member's ethical behavior) is unfair, dishonest, irresponsible, and is itself unethical.

(b) Elected Board members should endeavor to keep themselves up to date, through the board's attorney, of the most pertinent constitutional, statutory, and other legal requirements with which they must be familiar in order to meet their legal responsibilities. A list of applicable laws and regulations accompanies this Code as Attachment "A".

(c) Elected Board members shall comply with General Statute §160A-87 in receiving two clock hours of ethics education within 12 months of each appointment or election to office. Board members may additionally receive two clock hours of ethics education annually, but failure to receive such additional ethics education shall not constitute a violation of this Code of Ethics.

Section 2.

Elected and Advisory Board members should act with integrity and with independence from improper influence as they exercise the functions of their offices. Characteristics and behaviors that are consistent with this standard are:

- Adhering firmly to a code of sound values.
- Behaving consistently and with respect towards everyone with whom they interact.
- Exhibiting trustworthiness.
- Living as if they are on duty as elected officials regardless of where they are or what they are doing.
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner.
- Remaining incorruptible, self-governing, and not subject to improper influence, while at the same time being able to consider the opinions and ideas of others.
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
- Treating other board members and the public with respect and honoring the opinions of others even when they disagree.
- Being careful not to reach conclusions on issues until all sides have been heard.
- Showing respect for their office and not behaving in ways that reflect badly on it.
- Recognizing that they are part of a larger group and acting accordingly.
- Recognizing that individual board members are not generally allowed to act on behalf of the board but may only do so if the board specifically so authorizes, and that the board must take official action as a body.

Section 3.

(a) Elected and Advisory Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this board will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate.

(b) Elected and Advisory Board members shall, at the first regular meeting after the annual organizational meeting of the Board immediately after assuming office, and annually thereafter, file with the Clerk a written statement describing any interest he or she or his or her spouse or domestic partner has in real property situated in whole or in part in the Town of Siler City or its Extraterritorial Jurisdiction and the general description or location of that property.

(c) Elected and Advisory Board members shall, at the first regular meeting after the annual organizational meeting of the Board immediately after assuming office, and annually thereafter, file with the Clerk a written statement describing any legal, equitable, beneficial or contractual interest he or she or his or her spouse or domestic partner has in any business, firm or corporation, which is currently doing business with the Town of Siler City pursuant to contracts awarded by the Town of Siler City, or is attempting, or has attempted in the past calendar year, to secure the award of a bid from the Town of Siler City or the approval of any Board or Agency of the Town of Siler City.

(d) If an Elected or Advisory board member believes that his or her actions, while legal and ethical, may be misunderstood, they should consider publicly disclosing the facts of the situation and the steps taken to resolve it, such as consulting with the town attorney.

Section 4.

Elected and Advisory Board members should be faithful in the performance of the duties of their offices. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Elected and Advisory Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information that is properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the board has authority.

Elected and Advisory Board members should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Section 5.

Elected members of local governing boards should conduct the affairs of their boards in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that the records of their local government belong to the public and not to them or their employees. They should make clear that a climate of openness is to be maintained at all times in their governmental units.

In order to ensure strict compliance with the laws governing openness, governing board members should strive to be open. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to ensure that any closed sessions held by the board are lawfully conducted, and that such sessions do not stray from the purposes for which they are called.

Section 6.

If, by a majority vote of the Elected Board, the board has reasonable cause to believe that one or more of its members has violated a provision of this Code of Ethics, it may at a regular meeting of the Board of Commissioners direct the Town Attorney to open an investigation into the matter. All information compiled, including the grounds for the finding of reasonable cause, shall be shared with the member when it is received. All information pertaining to the case shall be open to public inspection and copying pursuant to the North Carolina public records statutes. If, upon investigation of a violation of this Code of Ethics, the board has reasonable cause to believe that a violation of a criminal law may have occurred, it shall refer the matter to the local district attorney. Should the board determine that it wishes to proceed further with censure proceedings, it shall, by a majority vote, call for a hearing to be held at a regular meeting or at a special meeting convened for that purpose and shall adhere to the procedures set out in Attachment "B" "Censure Procedure". This section shall apply only to the Mayor and Board of Commissioners of the Town of Siler City and not to Advisory Boards.

Section 7.

Elected and Advisory board members should faithfully attend and prepare for meetings and adhere to the following attendance policy.

In order for the Elected and Advisory boards to be effective and efficient, and to accomplish its purpose, its membership must be actively involved and attentive to the business of the body.

The Board of Commissioners may dismiss any Advisory Board member who misses three consecutive meetings or one-half of the meetings held in a calendar year without good cause (such as temporary severe illness of a member or such member's family or overriding but temporary business concerns). Such dismissal may be considered upon report of the staff liaison.

On January 1st of each year, a member of any advisory board appointed by the Board of Commissioners may be automatically removed from said body for failure to attend at least one half of all regular and special meetings of the body held during the immediately preceding calendar year.

Section 8.

In the event that a member of an advisory board fails to comply with the code of ethics or attendance policy the chairperson or staff liaison shall notify the Town Clerk in writing of the policy violation and to request that said member be replaced. The Town Clerk will forward the complaint to the Board of Commissioners for review. Following the review of an allegation against a member of an Advisory Board, the Board of Commissioners may sanction the member who was the subject of the review. Potential sanctions include removal of the member, adoption of a resolution of censure, and any other lawful sanction within the Board of Commissioners' power.

ATTACHMENT "A"
APPLICABLE LAWS AND REGULATIONS

1. Avoid deriving a direct benefit from contracts in which you are involved in making or administering on behalf of the public agency. (G.S. 14-234(a)(1); criminal penalty; note defined terms in the statute: direct benefit, involved in making or administering a contract.)
2. Avoid attempting to influence others who are involved in making or administering a contract on behalf of the public agency, even if you aren't involved, if you will derive a direct benefit from the contract. (G.S. 14-234 (a)(2); criminal penalty; note defined terms in the statute: direct benefit, involved in making or administering a contract.)
3. Avoid soliciting or receiving any gift or reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency you serve. (G.S. 14-234 (a)(3); criminal penalty.)
4. Consider the ethical and practical consequences of deriving a direct benefit from a contract that is authorized under any exception to the statute and weigh these considerations against the potential advantage to the public agency and to yourself. Follow reporting requirements to ensure transparency. (G.S. 14-234 (b); (d1).)
5. Avoid participating in deliberations about or voting on a contract in which you have a direct benefit when the contract is undertaken as allowed under any exception to the statute. (G.S. 14-234 (b1); criminal penalty.)
6. Avoid using your knowledge of contemplated action by you or your unit, or information known to you in your official capacity and not made public, to acquire a financial interest in any property, transaction, or enterprise, or to gain a financial benefit that may be affected by the information or contemplated action. Avoid intentionally aiding another to do any of these things. (G.S. 14-234.1; criminal penalty.)
7. Avoid receiving any gift or favor from a current, past, or potential contractor. (G.S. 133-32(a); criminal penalty.)
8. Consider the ethical and practical consequences of accepting a gift or favor under any exception to the statutory prohibition and follow reporting requirements to ensure transparency. (G.S. 133-32(d).)
9. Avoid voting on matters involving your own financial interest or official conduct. (G.S. 160A-75; 153A-44.) Identify and disclose these matters in advance so that your board can determine whether or not you have a conflict that allows you to be excused by the board from voting. When in doubt, obtain an opinion from your local attorney about whether you must vote or may be excused.
10. Avoid voting on any zoning map or text amendment where the outcome of the vote is reasonably likely to have a direct, substantial, and readily identifiable financial impact on you. (G.S. 153A-340(g); 160A-381(d).)
11. Do not participate in or vote on any quasi-judicial matter, including matters that come before the board when acting in a quasi-judicial capacity under G.S. 153A-345 or 160A-388 if participation would violate affected persons' constitutional right to an impartial decision-maker. Impermissible conflicts under this statutory standard include "having a fixed opinion prior to hearing the matter that is not susceptible to change"; "undisclosed ex parte communications [communications between a board member and someone else who is involved in the matter that occur outside the official quasi-judicial proceeding]"; "a close familial, business, or other associational relationship with an affected person"; or "a financial interest in the outcome of the matter." (153A-345(e1), 160A-388(e1); violation of the constitutional standard by one member invalidates the entire vote.)
12. Fulfill your statutory obligation to vote on all matters that come before you even when there are appearances of conflict, and only refrain from voting when there is a legal basis for or requirement to be excused from voting. (G.S. 153A-44; 160A-75.)

ATTACHMENT "B"
CENSURE PROCEDURE

Notice of the required public hearing stating its time, place, and purpose shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the jurisdiction. The notice shall be published the first time not less than 10 days nor more than 25 days before the date fixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included. Alternatively, the hearing shall be advertised on the jurisdiction's website for the same period of time, up to and including the date of the hearing. The notice shall state that a detailed list of the allegations against the member is available for public inspection and copying in the office of the clerk or secretary to the board.

The hearing shall be convened at the time and place specified. The hearing and any deliberations shall be conducted in open session in accordance with the requirements of the North Carolina open meetings statutes. The Town Attorney shall conduct the hearing and shall carry the burden of proving the allegations by a preponderance of the evidence.

The accused board member shall have the right to have counsel present, to present and cross-examine expert and other witnesses, and to offer evidence, including evidence of the bias of any other board member or the presiding officer and shall have the burden of proving such bias by a preponderance of the evidence. An audio or video and audio tape of the proceedings shall be prepared. Any and all votes during the hearing shall be taken by the ayes and noes and recorded in the board's minutes.

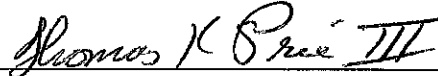
Once the hearing is concluded, it shall be closed by a majority vote of the board. The presiding officer shall next entertain a motion to adopt a resolution censuring the member based on specified violations of the Code of Ethics. Any motion made must be an affirmative one in favor of adopting a non-binding resolution of censure and stating that the evidence presented has met the burden of proof. If the motion or resolution does not state particular grounds for censure under the Code of Ethics or state that the evidence presented has met the burden of proof, the presiding officer shall rule it out of order.

If a motion to adopt a resolution of censure stating particular grounds under the Code of Ethics has been made and appropriately seconded, the board shall debate the motion. The accused member shall be allowed to participate in the debate but shall not vote on the motion to adopt the resolution of censure.

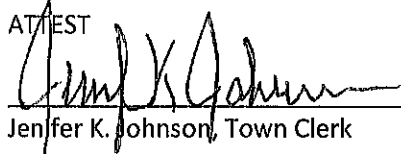
At the conclusion of the debate, the board shall vote on the resolution. If the motion to adopt the resolution of censure is approved by a two-thirds vote of those present and voting, a quorum being present, the motion passes and the non-binding resolution of censure is adopted.

The text of the resolution of censure shall be made a part of the minutes of the board. Any recording of the board's proceedings shall be approved by the board as a permanent part of the board's minutes. The proceedings shall then be considered concluded, the board having done all that it legally can with respect to the matter in question.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Siler City, North Carolina, does hereby approve and adopt the "Town of Siler City Resolution Establishing the Code of Ethics for the Town of Siler City Elected Board and Advisory Boards and Committees" document as presented by staff effective November 21, 2022. This resolution shall supersede all other resolutions and policies and town code previous approved by the Board of Commissioners.


Thomas K. Price III, Mayor

ATTEST


Jenifer K. Johnson, Town Clerk





Town of Siler City Resolution

ESTABLISHING ADVISORY BOARD AND COMMITTEE POLICIES AND PROCEDURES

WHEREAS, the Board of Commissioners of the Town of Siler City, North Carolina, wishes to establish policies and procedures related to the management of the Advisory Board and Committees appointed by the Board of Commissioners; and

WHEREAS, the establishment of and compliance with such policies provide reasonable assurance of compliance with statutory requirements, best practices, and the reliability of required reporting; and

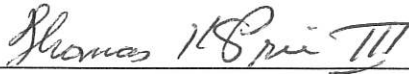
WHEREAS, the stewardship of the public's records and trust is paramount in the operation of business affairs of the Town; and

WHEREAS, the Board of Commissioners has a duty to provide oversight and policy direction in matters related to Advisory Boards and Committees.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Siler City, North Carolina, does hereby approve and adopt the "Advisory Board and Committee Policy" document as presented by staff effective November 21, 2022. This resolution shall supersede all other resolutions and policies and town code previous approved by the Board of Commissioners including:

- Town of Siler City Code of Ordinance Article 4-II Airport Authority Adopted on August 1, 2016.
- Town of Siler City Code of Ordinance Article 5-II Alcoholic Beverage Control Board Adopted in July 1969.
- Town of Siler City Code of Ordinance Article 18- Parks and Recreation Advisory Committee Adopted in July 1969.
- Resolution of the Town of Siler City Board of Commissioners to Establish, Define Scope of Review and Operations of, and Appoint Members to the Siler City Downtown Advisory Committee Adopted on July 16, 2018.
- Resolution of the Town of Siler City Board of Commissioners to Establish, Define Scope of Review and Operation of, and Appoint Members to the Immigrant Community Advisory Committee Adopted on June 21, 2022.
- Resolution of the Town of Siler City Board of Commissioners to Reconstitute, Define Scope of Review and Operations of, and Appoint Members to the Siler City Parks & Recreation Advisory Committee Adopted on March 30, 2017.

Adopted this 21st day of November 21, 2022.


Thomas K. Price III, Mayor

ATTEST:


Jenifer K Johnson, Town Clerk

