



Boards, Commissions and Committees Code of Conduct

The residents and businesses of Douglas County are entitled to a fair, ethical and accountable local government. Such a government requires that public officials (including members of boards, committees and commissions):

- Comply with both the letter and the spirit of the laws and policies affecting operations of the government.
- Be independent, impartial and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

Therefore, members of county boards, committees and commissions commit to the following:

To uphold the standards of integrity and honesty – including using true and accurate evidence and/or statements in the decision making process; making decisions based on the best interest of the county and its residents; and avoiding financial and social relationships and transactions that may compromise, or give the appearance of compromising objectivity, independence, and honesty.

To assure their independence and impartiality on behalf of the public good, members shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable State law.

To familiarize themselves with, and adhere to, the following authorizing documents and laws, as applicable.

- State law
- Voter approval/Resolution
- Board of County Commissioners' Resolution
- The Board of County Commissioners' Policy Manual – specifically policies 2.7.7, 2.7.2, 2.8 and 2.9
- Colorado's Sunshine Laws – as outlined in the Colorado Sunshine Law Pamphlet

To ensure their involvement on their assigned committees does not violate legal parameters or in any way create liability for the County. For most matters it is sufficient that no appointee will have a financial conflict of interest regarding any issue properly before them. For those appointees involved in quasi-judicial decisions and processes, no appointee will behave in any manner that gives the appearance of impropriety (unfairness).

For quasi-judicial matters, all *ex parte* communications (communications with anyone on either side of a pending issue including communication with county staff) shall be avoided.

Appointees shall not receive any gifts offered in connection with their appointments that would violate what a County employee or Elected Official could receive without violating the intent of Amendment 41 of the Colorado Constitution (Ethics in Government).

Appointees will meet with the County Attorney to discuss any concerns regarding conflicts of interest, appearance of impropriety, *ex parte* communications, or gifts and will make disclosures to their respective Board as appropriate under the circumstances following such meeting.

If they have a conflict of interest regarding a particular decision, they will refrain from participating in that decision unless otherwise permitted by law.

To respect and preserve the confidentiality of information provided to them concerning the confidential matters of the county. Members shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

To be fair and maintain accountability for Douglas County in all public involvement and during the decision-making process – making decisions based on the merits of the issue; treating all persons and decisions in an equitable manner; and committing to conducting business in a way that exemplifies transparency and open communication.

To respect and support the legitimacy and authority of all board, committee or commission decisions – regardless of personal position on the matter. To the best of their ability, members shall represent the official policies and positions of their board/committee/commission. When presenting their personal opinions or positions, members shall explicitly state that are not representing their board/committee/commission or the county.

Not speaking or acting for the BOCC except when formally given such authority for specific and time-limited purposes.

To respect fellow appointed members, staff and the public by treating all with patience, courtesy, and civility at all times during the performance of official county duties, regardless of consensus by all parties; and to ensure proper staff support through open and honest communication with staff.

To use public resources (e.g., staff time, equipment, supplies, or facilities) appropriately – in a way that does not support personal purposes or private gain

Because contemplation, deliberation, and decision-making require collaboration and participation, board, committee and commission members are expected to attend their meetings. Members commit to attend no less than seventy-five percent (75%) of all

regularly scheduled and special meetings during the year.

I have read and understand the Douglas County Boards, Commissions and Committees Code of Conduct and agree to abide by and uphold this code to the best of my ability at all times while serving as an appointed official of Douglas County.

Signature: _____ Date: _____

Printed Name: _____