



## Town of Arcola

### Policy Manual

**Policy Description:**

Code of Ethics

**Policy Number:** Council-004**Date Approved:** December 2<sup>nd</sup>, 2014**Date Revised:**

**Purpose of Policy:** To inform council and the public of what the members of the town council swear on.

As a member of the town council:

- 1) I shall conduct myself at all times in a manner that will enhance the integrity, dignity and honor of the municipality.
- 2) I will recognize that the expenditure of municipal funds is a public trust, and I will see that all such funds shall be expended in the best interest of the municipality.
- 3) I will not use the municipality or any municipal program for my own personal advantage or for the advantage of my family or friends.
- 4) I will listen to what other council members, individuals or groups may have to say before making final decisions.
- 5) I will treat my fellow council members, the municipal staff and the public I serve with respect and consideration.
- 6) I will abide by majority decisions of the council once they are made.
- 7) I will not discuss confidential business of council outside of council and committee meetings.
- 8) I will not withhold or conceal from my fellow council members, any information or matter in which they should be concerned.
- 9) I will try to interpret the peoples' needs of the entire municipality and do my best to implement action to meet those needs, keeping in mind budget limitations of the municipality.