



## BURR RIDGE VILLAGE CODE

### CODE OF CONDUCT

#### CHAPTER 2, ARTICLE XVIII OF THE BURR RIDGE MUNICIPAL CODE (added by A-781-01-20)

Sec. 2.95

**Preamble:**

Representatives of the Village of Burr Ridge, defined hereinafter, shall at all times demonstrate and promote a high standard of ethics and conduct in their public service. Representatives shall be accountable to the residents, businesses, and property owners of the Village of Burr Ridge and to the Village Board, and shall discharge each of their duties with utmost responsibility, integrity, competence, and loyalty, act with equity and justice, and place public interest above personal interest.

Sec. 2.96

**Definition:**

The term "Representatives" shall mean the Mayor/Village President, Trustees, Village Clerk, Chief and Deputy Chiefs of the Police Department, the Department Heads of Administration, Finance, and Public Works, and all volunteer appointees to commissions and committees.

Sec. 2.97

**Standards of Excellence in Conduct and Ethics:**

Each and every Representative shall observe the following, as standards of conduct and ethics in the discharge and execution of their public duties:

- (a) Commitment to public interest: Representatives shall always hold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly, and economically.
- (b) Professionalism: Representatives shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence, and skill. They shall enter public service with utmost devotion and dedication to duty.
- (c) Justness and sincerity: Representatives must act with justness and sincerity and shall not discriminate against anyone based on gender, race, religion, economic status, or ethnicity. Representatives shall, at all time, respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety, and public interest.
- (d) Responsiveness to the public: Representatives shall extend prompt, courteous, and exemplary service to the public. Unless otherwise provided by law or when required by the public interest, Representatives shall provide information about their policies and procedures in clear and understandable language, shall strive to ensure openness of information, shall utilize public consultations and hearings whenever appropriate, shall encourage suggestions, shall strive to simplify and systematize policy, rules and procedures, and strive to avoid unnecessary bureaucratic delays.

Sec. 2.98

**Public Meetings and Decision Makings:**

An essential part of the responsibilities of a Representative's duties is to attend public meetings and to participate in the gathering and sharing of information, and to participate in the decision-making process that is essential to the conduct of Village business. As such, they shall:

- (a) Commit to attend all scheduled meetings in person and to arrive at said meetings on time, and

when not able to attend in person, but eligible to attend telephonically, provide written notice to the Mayor/Village President and Village Administrator at least forty-eight (48) hours in advance of the scheduled meeting, unless such advance notice is impracticable;

- (b) Prepare in advance for all meetings, which includes diligent and thorough preparation of agenda packets by staff and complete review of said packets by elected and appointed officials prior to meetings. Whenever possible, elected and appointed officials should share questions and comments with the staff in advance of the meeting, in order to facilitate discussion and decision making at the meetings, thereby generally following the principal of no surprises at a public meeting;
- (c) Frame all questions and comments in a positive manner, with the goal being to contribute towards the best possible decision or outcome. This includes keeping an open mind, listening before acting, respecting the opinions and sincerity of others, focusing on issues and not on individuals, avoiding personal attacks or comments, being concise and constructive, and always striving for compromise and consensus;
- (d) Follow and support all duly-adopted Board, Committee, or Staff decisions – even if voting in the minority, regarding actions that may not have obtained unanimous consent by the voting body

**Sec. 2.99**

**Legal and Ethical Behavior:**

Representatives shall commit to conduct themselves in accordance with the highest standards of ethical, moral, and legal behavior and shall:

- (a) Act within the boundaries of their authority, as defined by applicable State law and Village ordinances;
- (b) Learn and comply with, when applicable, the State of Illinois Open Meetings Act and related regulations;
- (c) Disclose any personal, business, or professional relationships with any company or individual who has or is seeking to have a business relationship with the Village;
- (d) Refrain from publically disparaging or demeaning the elected and appointed officers of the Village, staff, members of committees and commissions, residents, Village businesses, or petitioners appearing before the Village Board or any Village committee or commission;
- (e) Not reveal any confidential information provided by or about petitioners, residents, or companies coming before the Village Board or any Village committee or commission;
- (f) Not misrepresent material facts about issues, residents, Village businesses, and petitioners;
- (g) Not divulge personal information about residents, Village business owners or operators, property owners, or petitioners, which was obtained as a result of their office, staff position, or their membership on a Village committee or commission;
- (h) Not reveal to any third-party, resident, Village business owner or operator, Staff, or petitioner the subject or content of discussions, information, comments, or decisions made in closed or executive session;

- (i) Adhere to and comply with all applicable provisions of Article VIII, entitled "Policy Prohibiting Discriminatory Workplace Harassment," of the Village of Burr Ridge Personnel Manual previously adopted by Ordinance No. 661, entitled "Ordinance Adopting the Village of Burr Ridge Personnel Manual and as Amended," and as amended from time to time;
- (j) Report concerns and inquiries about the conduct of other Public Officials, but only through proper channels, such as to the Mayor/Village President, Chief of Police, Village Administrator, State of Illinois Attorney General, or DuPage County State's Attorney's office, as may be applicable. When raising such concerns and inquires, they shall promptly provide and update all information and documents that support the official(s)' concern or inquiry. They shall not make any such inquiry or raise any such concern based solely upon conjecture or surmise. Such concerns and inquiries shall not be shared at public meetings, in the absence of verified substantiation, until applicable investigation and determination through proper channels has been completed, as set forth herein.

**Sec. 2.100**

**Violations:**

Any violations of the Code of Conduct shall be subject to any or all combinations of the following remedies or sanctions, as the Village Board of Trustees determines:

- (1) Censure,
- (2) Where applicable, expulsion from a meeting,
- (3) A demand for a public apology at a Board, committee or commission meeting, applicable,
- (4) Removal from any appointed office or employment position,
- (5) A demand for resignation,
- (6) Forfeiture of a stipend for a specified period of time, and/or
- (7) Any legal or equitable actions permitted by law.

**Sec. 2.101**

**Seeking Office;**

All persons seeking elective or appointed office within the Village of Burr Ridge, who are not Representatives, as defined hereinabove, shall be informed of this Ordinance and be provided with a copy thereof. Thereafter, such persons are expected to comply with the Code of Conduct described herein. When seeking elective office, such candidates are strongly urged to conduct open and fair elections, without engaging in disparaging attacks on candidates or referenda.

**Sec. 2.102**

**Publication:**

This Ordinance, as amended from time to time hereafter, shall be posted continuously on the Village website, and shall be distributed to all affected persons, provided to all newly-elected, newly appointed, or newly-employed persons, and shall be read by the Mayor/Village President at the first regular Board meeting in May each year hereafter.