



**The City of Lee's Summit**  
**Final Agenda**  
**City Council Rules Committee**

Wednesday, August 16, 2017

5:30 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

**RESCHEDULED FROM AUGUST 1, 2017**

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1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF ACTION LETTER
  - A. [2017-1219](#) Approval of Action Letter for the May 22, 2017 City Council Rules Committee  
  
**Attachments:** [Draft May 22, 2017 Action Letter.pdf](#)
5. PUBLIC COMMENTS
6. BUSINESS
  - A. [2017-0867](#) Creating a formal ethics policy for the City Council - Cont. from 9-26-16.  
  
**Attachments:** [Ethics provisions - Sept 26 -packet item 2017-0867.pdf](#)  
[Ethics and Code of Conduct.docx](#)  
  
**Legislative History**

9/26/16	City Council Rules Committee	continued to the City Council Rules Committee
10/24/16	City Council Rules Committee	continued to the City Council Rules Committee
1/23/17	City Council Rules Committee	tabled
5/22/17	City Council Rules Committee	tabled
7. ROUNDTABLE
8. ADJOURNMENT

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## Packet Information

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**File #:** 2017-1219, **Version:** 1

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Approval of Action Letter for the May 22, 2017 City Council Rules Committee

Proposed language for approving Action Letter as drafted:

I move to Approve the Action letter for the May 22, 2017 City Council Rules Committee.

Proposed language for approving Action Letter with changes:

I move to Approve the Action letter for the May 22, 2017 City Council Rules Committee with the following changes:.....



LEE'S SUMMIT  
MISSOURI

"Draft"

The City of Lee's Summit  
Action Letter  
City Council Rules Committee

Monday, May 22, 2017  
5:00 PM  
City Council Chambers  
City Hall  
220 SE Green Street  
Lee's Summit, MO 64063

1. CALL TO ORDER

Chairperson Seif called the meeting to order at 5:04 p.m.

2. ROLL CALL

- Present:** 3 - Chairperson Diane Seif  
Vice Chair Dave Mosby  
Councilmember Rob Binney
- Absent:** 2 - Councilmember Trish Carlyle  
Alternate Phyllis Edson

Guests:

- Brian Head
- Steve Arbo
- Jina Bellamy

3. APPROVAL OF AGENDA

On motion of Councilmember Binney, Seconded by Councilmember Mosby, the Agenda was approved as published.

4. APPROVAL OF ACTION LETTER

- A. 2017-1221 Approval of Action letter for the April 26, 2017 City Council Rules Committee

Councilmember Binney made a motion to approve the April 26, 2017 Action Letter. Councilmember Mosby seconded the motion. It was unanimously approved. Vote was 3-0.

5. PUBLIC COMMENTS

There were no public comments

6. ITEMS FOR DISCUSSION

- A. TMP-0522 AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE II. COUNCIL, DIVISION 3. STANDING COMMITTEES, SECTIONS 2-51 OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT FOR THE

PURPOSE OF EXPANDING THE ROLE OF THE ALTERNATE. (Rules 5/22/17)

Councilmember Seif gave a brief overview and general discussion was held.

Councilmember Mosby moved to forward an ordinance amending Chapter 2 Administration, Article II. Council Division 3. to City Council with recommendation for approval with an effective date of July 1, 2017 for a duration of one year and a review by the Rules Committee and City Council prior to expiration of one year. Seconded by Councilmember Seif.

Councilmembers Mosby and Seif "aye", Councilmember Binney "no". Motion Passed 2-1.

B. 2017-0964

AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, ARTICLE II. COUNCIL, DIVISION 3. STANDING COMMITTEES, SECTIONS 2-54 OF THE CODE OF ORDINANCES OF THE CITY OF LEE'S SUMMIT FOR THE PURPOSE OF CLARIFYING THE DUTIES AND AUTHORITY OF THE CHAIR OF COMMITTEES.

General discussion was held.

Councilmember Seif moved to direct staff to draft an ordinance amending section 2-54 incorporating items 1-8 (listed below) for consideration of the Rules Committee at the next meeting. Councilmember Mosby seconded the motion.

1. Preside at all meetings unless the Vice-Chair assumes this duty due to the Chair's absence or disability
2. Set the meeting date and time and verify or confirm the Chair or Vice-Chair are available
3. Determine if a quorum will be present, alert alternate if needed for quorum (does the Committee want a minimum time before the meeting for this determination)
4. Consult with Committee members as appropriate on rescheduling meetings
5. Set the meeting agenda and work with staff to ensure information for each agenda item is available for the meeting
6. Inform the Committee of additional items to allow the members to decide if they want to make the additional item one of Committee interest
7. Refer items to Council or Mayor Pro Tem to decide if the item should be formally referred to a Committee
8. Refer items to the full Council in the event the Committee is unable to meet before Council action is needed.

City Council Rules Committee

Action Letter

May 22, 2017

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General discussion was held.

Councilmember Seif amended her original motion with an addition to include "having the Chair check with the Committee on future discussion items". Councilmember Mosby seconded the motion with the amendment.

**Final Motion:**

**Councilmember Seif moved to direct staff to draft an ordinance amending section 2-54 incorporating items 1-8 with an amendment to add one additional item "having the Chair check with the Committee on future discussion items" and bringing it back to the next Rules Committee meeting for discussion.**

**Councilmember Mosby seconded the motion with the amended language.**

**Councilmember Mosby and Seif "aye", Councilmember Binney didn't vote. Motion passed 2-0-1.**

- C. TMP-0509 AN ORDINANCE AMENDING CHAPTER 2. ADMINISTRATION, SECTION 2-60.21-RULE 2.1. ORDER OF BUSINESS, OF THE CODE OF ORDINANCES FOR THE CITY OF LEE'S SUMMIT, MISSOURI, IN COMPLIANCE WITH THE CITY CHARTER, SECOND AMENDED, APPROVED APRIL 4, 2017. (Rules 5/22/17)

City Attorney Brian Head went over the proposed changes to this item and general discussion was held.

**Councilmember Binney moved to recommend to the City Council the ordinance amending Chapter 2. Administration, Section 2-60.21-Rule 2.1 Order of Business, of the Code of Ordinances for the City of Lee's Summit, Missouri, in compliance with the City Charter, second amended approved April 4, 2017. Seconded by Councilmember Seif.**

**Councilmember Mosby, Seif and Binney "aye". Motion passed vote 3-0.**

- D. 2017-1062 Action Letter Approval Process (requested by Chairperson Seif)

City Manager Steve Arbo explained that the new Granicus system recently approved by City Council would aid in getting draft Action letters available for the public sooner. The new system will be utilized starting July 1, 2017.

No motion made or vote taken.

**This Discussion Item was read into the record.**

- E. 2017-0864 Review City Council Agenda Format (Roundtable/Motions)

This item was not discussed, based upon direction given in Item 6C above.

- F. 2017-0867 Creating a formal ethics policy for the City Council - Cont. from 9-26-16.

City Council Rules Committee

Action Letter

May 22, 2017

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Brian Head gave a brief overview of this item. General Discussion ensued.

Councilmember Mosby made a motion to table this item until the next Committee is selected. Seconded by Councilmember Binney.

Councilmembers Mosby, Seif and Binney "aye", motion passed. Vote 3-0.

7. ROUNDTABLE

Councilmember Binney wanted to let the Committee know that he appreciates their work on the Committee.

There was some continued discussion regarding Action Letters that are posted for the public. City Manager Steve Arbo stated that the intent of the Action Letters was to provide decisions made by the Committees, motions made and votes taken, and not a word for word document. He further mentioned that individuals wanting more detail, could watch the video on the website.

8. ADJOURNMENT

Meeting was adjourned at 6:20 p.m.

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## Packet Information

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**File #:** 2017-0867, **Version:** 1

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Creating a formal ethics policy for the City Council - Cont. from 9-26-16.



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**Ethics Provisions**  
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**Definitions.**

105.450. As used in sections 105.450 to [105.496](#) and sections [105.955](#) to [105.963](#), unless the context clearly requires otherwise, the following terms mean:

(1) "Adversary proceeding", any proceeding in which a record of the proceedings may be kept and maintained as a public record at the request of either party by a court reporter, notary public or other person authorized to keep such record by law or by any rule or regulation of the agency conducting the hearing; or from which an appeal may be taken directly or indirectly, or any proceeding from the decision of which any party must be granted, on request, a hearing de novo; or any arbitration proceeding; or a proceeding of a personnel review board of a political subdivision; or an investigative proceeding initiated by an official, department, division, or agency which pertains to matters which, depending on the conclusion of the investigation, could lead to a judicial or administrative proceeding being initiated against the party by the official, department, division or agency;

(2) "Business entity", a corporation, association, firm, partnership, proprietorship, or business entity of any kind or character;

(3) "Business with which a person is associated":

(a) Any sole proprietorship owned by himself or herself, the person's spouse or any dependent child in the person's custody;

(b) Any partnership or joint venture in which the person or the person's spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the person is an officer or director or of which either the person or the person's spouse or dependent child in the person's

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custody whether singularly or collectively owns in excess of ten percent of the outstanding shares of any class of stock or partnership units; or

(c) Any trust in which the person is a trustee or settlor or in which the person or the person's spouse or dependent child whether singularly or collectively is a beneficiary or holder of a reversionary interest of ten percent or more of the corpus of the trust;

(4) "Commission", the Missouri ethics commission established in section 105.955;

(5) "Confidential information", all information whether transmitted orally or in writing which is of such a nature that it is not, at that time, a matter of public record or public knowledge;

(6) "Decision-making public servant", an official, appointee or employee of the offices or entities delineated in paragraphs (a) through (h) of this subdivision who exercises supervisory authority over the negotiation of contracts, or has the legal authority to adopt or vote on the adoption of rules and regulations with the force of law or exercises primary supervisory responsibility over purchasing decisions. The following officials or entities shall be responsible for designating a decision-making public servant:

(a) The governing body of the political subdivision with a general operating budget in excess of one million dollars;

(b) A department director;

(c) A judge vested with judicial power by Article V of the Constitution of the state of Missouri;

(d) Any commission empowered by interstate compact;

(e) A statewide elected official;

(f) The speaker of the house of representatives;

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(g) The president pro tem of the senate;

(h) The president or chancellor of a state institution of higher education;

(7) "Dependent child" or "dependent child in the person's custody", all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of fifty percent of their support from the person;

(8) "Paid political consultant", a person who is paid for profit to promote the election of a certain candidate or the interest of a committee, as defined in section [130.011](#), including, but not limited to, planning campaign strategies; coordinating campaign staff; organizing meetings and public events to publicize the candidate or cause; public opinion polling; providing research on issues or opposition background; coordinating or purchasing print or broadcast media; direct mail production; phone solicitation; fund raising; and any other political activities. The term "paid political consultant" shall not include vendors who provide tangible goods that do not promote the election of a candidate or the interest of a committee in the ordinary course of the vendor's business;

(9) "Political subdivision" shall include any political subdivision of the state, and any special district or subdistrict;

(10) "Public document", a state tax return or a document or other record maintained for public inspection without limitation on the right of access to it and a document filed in a juvenile court proceeding;

(11) "Substantial interest", ownership by the individual, the individual's spouse, or the individual's dependent children, whether singularly or collectively, directly or indirectly, of ten percent or more of any business entity, or of an interest having a value of ten thousand dollars or more, or the receipt by an individual, the individual's spouse or the individual's dependent children, whether singularly or

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collectively, of a salary, gratuity, or other compensation or remuneration of five thousand dollars, or more, per year from any individual, partnership, organization, or association within any calendar year;

(12) "Substantial personal or private interest in any measure, bill, order or ordinance", any interest in a measure, bill, order or ordinance which results from a substantial interest in a business entity.

(L. 1965 p. 229 § 1, A.L. 1978 H.B. 1610 § 2, A.L. 1991 S.B. 262, A.L. 1997 S.B. 16, A.L. 2016 H.B. 1983)

**Prohibited acts by elected and appointed public officials and employees.**

105.452. 1. No elected or appointed official or employee of the state or any political subdivision thereof shall:

(1) Act or refrain from acting in any capacity in which he is lawfully empowered to act as such an official or employee by reason of any payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to himself or any third person, including any gift or campaign contribution, made or received in relationship to or as a condition of the performance of an official act, other than compensation to be paid by the state or political subdivision; or

(2) Use confidential information obtained in the course of or by reason of his employment or official capacity in any manner with intent to result in financial gain for himself, his spouse, his dependent child in his custody, or any business with which he is associated;

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(3) Disclose confidential information obtained in the course of or by reason of his employment or official capacity in any manner with intent to result in financial gain for himself or any other person;

(4) Favorably act on any matter that is so specifically designed so as to provide a special monetary benefit to such official or his spouse or dependent children, including but not limited to increases in retirement benefits, whether received from the state of Missouri or any third party by reason of such act. For the purposes of this subdivision, "special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected. In all such matters such officials must recuse themselves from acting, except that such official may act on increases in compensation subject to the restrictions of Section 13 of Article VII of the Missouri Constitution; or

(5) Use his decision-making authority for the purpose of obtaining a financial gain which materially enriches himself, his spouse or dependent children by acting or refraining from acting for the purpose of coercing or extorting from another anything of actual pecuniary value.

2. No elected or appointed official or employee of any political subdivision shall offer, promote, or advocate for a political appointment in exchange for anything of value to any political subdivision.

(L. 1978 H.B. 1610 § 3, A.L. 1990 H.B. 948, A.L. 1991 S.B. 262, A.L. 2008 H.B. 2233)

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**Paid political consulting, prohibited for statewide elected officials and members of general assembly.**

105.453. 1. No statewide elected official or member of the general assembly shall accept or receive compensation of any kind as a paid political consultant for:

(1) A candidate for the office of governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, or state representative;

(2) The candidate committee of the governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, or state representative;

(3) The governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, any state senator, or any state representative;

(4) Any continuing committee; or

(5) Any campaign committee.

2. For purposes of this section, the terms "candidate", "candidate committee", "campaign committee", and "continuing committee" shall have the same meanings given to such terms under section [130.011](#).

(L. 2016 H.B. 1983)

**Additional prohibited acts by certain elected and appointed public officials and employees, exceptions.**

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105.454. 1. No elected or appointed official or employee of the state or any political subdivision thereof, serving in an executive or administrative capacity, shall:

(1) Perform any service for any agency of the state, or for any political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power for receipt or payment of any compensation, other than of the compensation provided for the performance of his or her official duties, in excess of five hundred dollars per transaction or five thousand dollars per annum, except on transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received;

(2) Sell, rent or lease any property to any agency of the state, or to any political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power and received consideration therefor in excess of five hundred dollars per transaction or five thousand dollars per year, unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received;

(3) Participate in any matter, directly or indirectly, in which he or she attempts to influence any decision of any agency of the state, or political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power, when he or she knows the result of such decision may be the acceptance of the performance of a service or the sale, rental, or lease of any property to that agency for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per annum to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or

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sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received;

(4) Perform any services during the time of his or her office or employment for any consideration from any person, firm or corporation, other than the compensation provided for the performance of his or her official duties, by which service he or she attempts to influence a decision of any agency of the state, or of any political subdivision in which he or she is an officer or employee or over which he or she has supervisory power;

(5) Perform any service for consideration, during one year after termination of his or her office or employment, by which performance he or she attempts to influence a decision of any agency of the state, or a decision of any political subdivision in which he or she was an officer or employee or over which he or she had supervisory power, except that this provision shall not be construed to prohibit any person from performing such service and receiving compensation therefor, in any adversary proceeding or in the preparation or filing of any public document or to prohibit an employee of the executive department from being employed by any other department, division or agency of the executive branch of state government. For purposes of this subdivision, within ninety days after assuming office, the governor shall by executive order designate those members of his or her staff who have supervisory authority over each department, division or agency of state government for purposes of application of this subdivision. The executive order shall be amended within ninety days of any change in the supervisory assignments of the governor's staff. The governor shall designate not less than three staff members pursuant to this subdivision;

(6) Perform any service for any consideration for any person, firm or corporation after termination of his or her office or employment in relation to any case, decision, proceeding or application with respect to which he or she was directly concerned or



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in which he or she personally participated during the period of his or her service or employment.

2. No elected or appointed official or employee of any school district shall perform a service or sell, rent, or lease any property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per annum to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

(L. 1978 H.B. 1610 § 4, A.L. 1991 S.B. 262, A.L. 1998 H.B. 1120, A.L. 2004 S.B. 968 and S.B. 969, A.L. 2005 H.B. 577 merged with S.B. 307, A.L. 2014 S.B. 719)

**Six-month waiting period for certain elected or appointed officials--limited to compensated lobbyists--exemptions--definitions.**

105.455. 1. No person elected or appointed to the state senate, to the state house of representatives, or to the office of governor, lieutenant governor, attorney general, secretary of state, state treasurer, or state auditor who vacates the office, whether by resignation, expulsion, term limitation under Article III, Section 8 of the Constitution of Missouri, or otherwise, shall act, serve, or register as a lobbyist until six months after the expiration of any term of office for which such person was elected or appointed.

2. No person holding an office that required appointment by the governor and confirmation by the senate who vacates the office, whether by resignation, expulsion, or otherwise, shall act, serve, or register as a lobbyist until six months after the vacation of such office.

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3. For purposes of this section, the prohibition contained herein shall apply only to lobbyists employed by a lobbyist principal for pay or other compensation in excess of reimbursement for expenses incurred.

4. The provisions of this section shall not apply to any person who acts, serves, or registers as a lobbyist for a state department or agency.

5. For purposes of this section, the terms "lobbyist" and "lobbyist principal" shall have the same meanings given to such terms under section [105.470](#).

(L. 2016 H.B. 1979)

**Prohibited acts by members of general assembly and statewide elected officials, exceptions.**

105.456. 1. No member of the general assembly or the governor, lieutenant governor, attorney general, secretary of state, state treasurer or state auditor shall:

(1) Perform any service for the state or any political subdivision of the state or any agency of the state or any political subdivision thereof or act in his or her official capacity or perform duties associated with his or her position for any person for any consideration other than the compensation provided for the performance of his or her official duties;

(2) Sell, rent or lease any property to the state or political subdivision thereof or any agency of the state or any political subdivision thereof for consideration in excess of five hundred dollars per transaction or one thousand five hundred dollars per annum unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received;

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(3) Attempt, for compensation other than the compensation provided for the performance of his or her official duties, to influence the decision of any agency of the state on any matter, except that this provision shall not be construed to prohibit such person from participating for compensation in any adversary proceeding or in the preparation or filing of any public document or conference thereon. The exception for a conference upon a public document shall not permit any member of the general assembly or the governor, lieutenant governor, attorney general, secretary of state, state treasurer or state auditor to receive any consideration for the purpose of attempting to influence the decision of any agency of the state on behalf of any person with regard to any application, bid or request for a state grant, loan, appropriation, contract, award, permit other than matters involving a driver's license, or job before any state agency, commission, or elected official. Notwithstanding Missouri supreme court rule 1.10 of rule 4 or any other court rule or law to the contrary, other members of a firm, professional corporation or partnership shall not be prohibited pursuant to this subdivision from representing a person or other entity solely because a member of the firm, professional corporation or partnership serves in the general assembly, provided that such official does not share directly in the compensation earned, so far as the same may reasonably be accounted, for such activity by the firm or by any other member of the firm. This subdivision shall not be construed to prohibit any inquiry for information or the representation of a person without consideration before a state agency or in a matter involving the state if no consideration is given, charged or promised in consequence thereof; or

(4) Solicit any registered lobbyist for any compensated or noncompensated position, with a hiring date beginning after such person is no longer an elected official, while such person holds office.

2. No sole proprietorship, partnership, joint venture, or corporation in which a member of the general assembly, governor, lieutenant governor, attorney general,

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secretary of state, state treasurer, state auditor or spouse of such official is the sole proprietor, a partner having more than a ten percent partnership interest, or a coparticipant or owner of in excess of ten percent of the outstanding shares of any class of stock, shall:

(1) Perform any service for the state or any political subdivision thereof or any agency of the state or political subdivision for any consideration in excess of five hundred dollars per transaction or one thousand five hundred dollars per annum unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received; or

(2) Sell, rent, or lease any property to the state or any political subdivision thereof or any agency of the state or political subdivision thereof for consideration in excess of five hundred dollars per transaction or one thousand five hundred dollars per annum unless the transaction is made pursuant to an award on a contract let or a sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest and best received.

3. No individual or business entity shall solicit a member of the general assembly to become employed by that individual or business entity as a legislative lobbyist while such member is holding office as a member of the general assembly. No member of the general assembly shall solicit clients to represent as a legislative lobbyist.

4. For purposes of this section, the terms "lobbyist" and "legislative lobbyist" shall have the same meanings given to such terms under section [105.470](#).

(L. 1978 H.B. 1610 § 5, A.L. 1985 H.B. 193, A.L. 1990 H.B. 1650 & 1565, A.L. 1991 S.B. 262, A.L. 1998 H.B. 1120, A.L. 2010 S.B. 844, A.L. 2016 H.B. 1979)

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**Prohibited acts by members of governing bodies of political subdivisions, exceptions.**

105.458. 1. No member of any legislative or governing body of any political subdivision of the state shall:

(1) Perform any service for such political subdivision or any agency of the political subdivision for any consideration other than the compensation provided for the performance of his or her official duties, except as otherwise provided in this section; or

(2) Sell, rent or lease any property to the political subdivision or any agency of the political subdivision for consideration in excess of five hundred dollars per transaction or five thousand dollars per annum, or in the case of a school board five thousand dollars per annum, unless the transaction is made pursuant to an award on a contract let or a sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received; or

(3) Attempt, for any compensation other than the compensation provided for the performance of his or her official duties, to influence the decision of any agency of the political subdivision on any matter; except that, this provision shall not be construed to prohibit such person from participating for compensation in any adversary proceeding or in the preparation or filing of any public document or conference thereon.

2. No sole proprietorship, partnership, joint venture, or corporation in which any member of any legislative body of any political subdivision is the sole proprietor, a partner having more than a ten percent partnership interest, or a coparticipant or owner of in excess of ten percent of the outstanding shares of any class of stock, shall:

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(1) Perform any service for the political subdivision or any agency of the political subdivision for any consideration in excess of five hundred dollars per transaction or five thousand dollars per annum, or in the case of a school board five thousand dollars per annum, unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received;

(2) Sell, rent or lease any property to the political subdivision or any agency of the political subdivision where the consideration is in excess of five hundred dollars per transaction or five thousand dollars per annum, or in the case of a school board five thousand dollars per annum, unless the transaction is made pursuant to an award on a contract let or a sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

(L. 1978 H.B. 1610 § 6, A.L. 1985 H.B. 193, A.L. 1998 H.B. 1120, A.L. 2005 H.B. 577 merged with S.B. 306 merged with S.B. 307)

**Interest in measure, bill, or ordinance to be recorded--financial interest statement.**

105.461. 1. The governor, lieutenant governor, any member of the general assembly, or any member of the governing body of a political subdivision who has a substantial personal or private interest in any measure, bill, order or ordinance proposed or pending before the general assembly or such governing body, shall, before such official passes on the measure, bill, order or ordinance, file a written report of the nature of the interest with the chief clerk of the house of representatives or the secretary of the senate or clerk of such governing body and such statement shall be recorded in the appropriate journal or other record of proceedings of the governing body. The governor shall make the governor's written

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report along with the governor's approval or disapproval of any bill or act of the general assembly describing the nature of the interest and such report shall be recorded in the journal of the house of representatives or of the senate.

2. The governor, lieutenant governor, any member of the general assembly, or any member of the governing body of a political subdivision shall be deemed to have complied with the requirements of this section if such official has filed, at any time before the official passes on such measure, bill, order or ordinance, a financial interest statement pursuant to sections [105.483](#) to [105.492](#) which discloses the basis for the official's substantial personal or private interest or interests that the official may have therein. Any such person may amend the person's financial interest statement to disclose any subsequently acquired substantial interest at any time before the person passes on any measure, bill, order or ordinance, and shall be relieved of the provisions of subsection 1 of this section.

(L. 1991 S.B. 262 § 105.460, A.L. 1997 S.B. 16)

**Prohibited acts by persons with rulemaking authority--appearances--exceptions.**

105.462. 1. No member of any agency of the state or any political subdivision thereof who is empowered to adopt a rule or regulation, other than rules and regulations governing the internal affairs of the agency, or who is empowered to fix any rate, adopt zoning or land use planning regulations or plans, or who participates in or votes on the adoption of any such rule, regulation, rate or plan shall:

(1) Attempt to influence the decision or participate, directly or indirectly, in the decision of the agency in which he or she is a member when he or she knows the result of such decision may be the adoption of rates or zoning plans by the agency which may result in a direct financial gain or loss to him or her, to his or her spouse

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or a dependent child in his or her custody or to any business with which he or she is associated;

(2) Perform any service, during the time of his or her employment, for any person, firm or corporation for compensation other than the compensation provided for the performance of his or her official duties, if by the performance of the service he or she attempts to influence the decision of the agency of the state or political subdivision in which he or she is a member;

(3) Perform for one year after termination of his or her employment any service for compensation for any person, firm or corporation to influence the decision or action of the agency with which he or she served as a member; provided, however, that he or she may, after termination of his or her office or employment, perform such service for consideration in any adversary proceeding or in the preparation or filing of any public document or conference thereon unless he or she participated directly in that matter or in the receipt or analysis of that document while he or she was serving as a member.

2. No such member or any business with which such member is associated shall knowingly perform any service for, or sell, rent or lease any property to any person, firm or corporation which has participated in any proceeding in which the member adopted, participated in the adoption or voted on the adoption of any rate or zoning plan or the granting or revocation of any license during the preceding year and received therefor in excess of five hundred dollars per transaction or one thousand five hundred dollars per annum except on transactions pursuant to an award on contract let or of sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

(L. 1978 H.B. 1610 § 7, A.L. 1998 H.B. 1120)



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**Appointment to board or commission, financial interest statement required.**

105.463. Within thirty days of submission of the person's name to the governor and in order to be an eligible nominee for appointment to a board or commission requiring senate confirmation, a nominee shall file a financial interest statement in the manner provided by section [105.485](#) and shall request a list of all political contributions and the name of the candidate or committee as defined in chapter 130, to which those contributions were made within the four-year period prior to such appointment, made by the nominee, from the ethics commission. The information shall be delivered to the nominee by the ethics commission. The nominee shall deliver the information to the president pro tem of the senate prior to confirmation.

(L. 2010 S.B. 844)

(2012) Senate Bill 844 provision declared unconstitutional as a violation of the original purpose requirement of Art. III, Sec. 21, Constitution of Missouri. *Legends Bank v. State*, 361 S.W.3d 383 (Mo. banc).

**Prohibited acts by persons in judicial or quasi-judicial positions.**

105.464. 1. No person serving in a judicial or quasi-judicial capacity shall participate in such capacity in any proceeding in which the person knows that a party is any of the following: the person or the person's great-grandparent, grandparent, parent, stepparent, guardian, foster parent, spouse, former spouse, child, stepchild, foster child, ward, niece, nephew, brother, sister, uncle, aunt, or cousin.

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2. No provision in the section shall be construed to prohibit him from entering an order disqualifying himself or herself or transferring the matter to another court, body, or person for further proceedings.

(L. 1978 H.B. 1610 § 8, A.L. 1997 S.B. 16, A.L. 1999 S.B. 1, et al.)

**Dissolution of candidate committee required, when--disbursement of moneys, limitations--definitions.**

105.465. 1. Any person who registers as a lobbyist shall dissolve his or her candidate committee. In the course of dissolving such committee, such person shall not disburse moneys from such committee, except for the purpose of:

(1) Returning a contribution made to the candidate committee to the entity responsible for making the contribution to the committee;

(2) Donating moneys to a nonprofit entity qualified as exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended; or

(3) Transferring moneys to a political party committee.

2. For purposes of this section, the term "lobbyist" shall have the same meaning given to such term under section [105.470](#), and the terms "committee", "candidate committee", "contribution", and "political party committee" shall have the same meanings given to such terms under section [130.011](#).

(L. 2016 H.B. 2203)

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**Exceptions to applicability of sections 105.450 to 105.458, 105.462 to 105.468, and 105.472 to 105.482.**

105.466. 1. No provision of sections [105.450](#) to [105.458](#), [105.462](#) to 105.468, and [105.472](#) to [105.482](#) shall be construed to prohibit any person from performing any ministerial act or any act required by order of a court or by law to be performed.

2. No provision of sections [105.450](#) to [105.458](#), [105.462](#) to 105.468, and [105.472](#) to [105.482](#) shall be construed to prohibit any person from communicating with the office of the attorney general or any prosecuting attorney or any attorney for any political subdivision concerning any prospective claim or complaint then under consideration not otherwise prohibited by law.

3. No provision of sections [105.450](#) to [105.458](#), [105.462](#) to 105.468, and [105.472](#) to [105.482](#) shall be construed to prohibit any person, firm or corporation from receiving compensation for property taken by the state or any political subdivision thereof under the power of eminent domain in accordance with the provisions of the constitution and the laws of the state.

(L. 1978 H.B. 1610 § 9)

**Discharge and discrimination prohibited, reasons--reinstatement.**

105.467. 1. A governmental body, state agency or appointing authority shall not discharge, threaten, or otherwise discriminate against a person or state employee acting on behalf of a person regarding compensation, terms, conditions, location, or privileges of employment because:

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(1) The person or state employee acting on behalf of the person reports or is about to report, verbally or in writing, a violation or a suspected violation of sections [105.450](#) to 105.498; or

(2) A person or state employee acting on behalf of the person is requested by the commission to participate in an investigation, hearing, or inquiry held by the commission or any related court action.

This subsection shall not apply to a person or state employee acting on behalf of a person who knowingly or recklessly makes a false report.

2. A person or state employee acting on behalf of a person who alleges a violation of subsection 1 of this section may bring a civil action for appropriate injunctive relief, or actual damages, or both.

3. A court, in rendering a judgment in an action brought pursuant to this section, shall order, as the court considers appropriate, reinstatement of the person or state employee acting on behalf of the person, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award such person all or a portion of the costs of litigation, including reasonable attorney's fees and witness fees, if the court determines that the award is appropriate.

(L. 1991 S.B. 262)

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## ARTICLE III. - OFFICERS AND EMPLOYEES

### DIVISION 1. – ETHICS, FINANCIAL REPORTING, AND CODE OF CONDUCT

#### A. Code of Ethics.

##### Sec. 2-61. Policy Declaration.

The public expects public officials and employees to be independent, impartial and accountable. Included is the expectation that public officials and employees conduct themselves in a manner that will preserve public confidence in and respect for the City. To that end public officials and employees shall insure that:

- a. That government decisions and policy be made through appropriate channels of the governmental structure;
- b. Public office or employment is not used for personal gain; and,
- c. Public officers and employee shall avoid actual conflicts of interest at all times and endeavor to avoid even the appearance of conflict of interest when practicable.

##### Sec. 2-62. Definitions:

- A. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
  1. Adversary proceedings means any proceedings in which a record of the proceedings may be kept and maintained as a public record at the request of either party by a court reporter, notary public or other person authorized to keep such record by law or by any rule or regulation of the agency conducting the hearing; or from which an appeal may be taken directly or indirectly, or any proceeding from the decision of which any party must be granted, on request, a hearing de novo; or any arbitration proceeding; or a proceeding of the personnel review board of the city.
  2. Appointed official means the City Manager, the City Attorney, and the City Prosecutor.
  3. Business entity means a corporation, association, firm, partnership, proprietorship, or other business entity of any kind or character.
  4. Business with which he is associated means any sole proprietorship owned by himself or his spouse, any partnership or joint venture in which he or his spouse is a partner, any corporation in which he is an officer or director or creditor or any trust in which he or his spouse or dependent child is a beneficiary or holder of a reversionary interest of the corpus of the trust.
  5. City Councilmember shall mean any person elected from each of the four respective districts of the city as described in section 3.2 of the Charter of the City of Lee's Summit, Missouri.
  6. Confidential information means all information whether transmitted orally or in writing which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

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7. Dependent child in his custody means all children, stepchildren, foster children and wards under the age of eighteen (18) residing in his household and who receive in excess of fifty (50) percent of their support from him.
8. Elected official means a City Councilmember and the Mayor as further defined herein.
9. Mayor shall mean any person elected by the voters of the City as described in section 4.2 of the Charter of the City of Lee's Summit, Missouri.
10. Public body: Any agency, board, body, commission, committee, department or office of the City of Lee's Summit Missouri.
11. Substantial interest or substantial financial interest means ownership by the individual, or his spouse, directly or indirectly, of any business entity or interest, either as an owner or creditor, or the receipt by an individual or his spouse of a salary, gratuity or other compensation or remuneration from any individual, partnership, organization or association or one (1) who has acted as a guarantor or who has executed any credit instrument on behalf of any such individual, partnership, organization or association.
12. Substantial personal or private interest in any measure or bill means any interest in a measure or bill which results from a substantial interest or substantial financial interest in a business entity.

### Sec. 2-63. Prohibited acts by elected officials, appointed officials, employees, etc. – Generally

- A. No city officer, committee, authority, board or commission member, or employee shall:
  1. Use official authority or official influence for the purpose of interfering with or affecting the result of an election to a Lee's Summit city office or any ballot proposition.
  2. Directly or indirectly coerce or command a city employee to pay, lend, or contribute anything of value to a committee, organization, agency or person for the political or electoral purposes of any candidate for Lee's Summit city office or any ballot proposition.
- B. No elected or appointed official or employee of the City shall:
  1. Act or refrain from acting in any capacity in which he is lawfully empowered to act as such an official or employee by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value other than compensation to be paid by the City.
  2. Use confidential information obtained in the course of or by reason of his employment or official capacity in any manner with intent to result in financial gain for himself, his spouse, his dependent child in his custody, or any business with which he is associated.
  3. Disclose confidential information obtained in the course of or by reason of his employment or official capacity in any manner with intent to result in financial gain for himself or any other person.
  4. With respect to any contract or transaction which is or may be the subject of an official act or action of the city, without proper legal authorization or official authority, disclose confidential information concerning the property, real estate, personal affairs, or legal

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affairs of the city to any individual or entity outside of the City Council or city staff, or use such information to advance the financial or other private interest of himself or others.

5. Use his or her decision making authority for the purpose of obtaining a financial gain which materially enriches himself, his spouse or dependent children by acting or refraining from acting for the purpose of coercing or extorting from another anything of actual pecuniary value.
6. Offer, promote, or advocate for a political appointment in exchange for anything of value to the city, to himself, or to any other person.

### Sec. 2-64. Prohibitions - Generally.

- A. No elected or appointed official or employee of the city shall:
  1. Perform any service for the city for receipt or payment of any compensation, other than of the compensation provided for the performance of his official duties, in excess of five hundred dollars (\$500.00) per transaction or five thousand dollars (\$5,000.00) per annum, except on transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received.
  2. Sell, rent or lease any property to the city and receive consideration therefor in excess of five hundred dollars (\$500.00) per transaction or five thousand dollars (\$5,000.00) per year unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.
  3. Participate in any matter, directly or indirectly, in which he attempts to influence any decision of the city when he knows the result of such decision may be the acceptance of the performance of a service or the sale, rental, or lease of any property to the city for consideration in excess of five hundred dollars (\$500.00) value per transaction or five thousand dollars (\$5,000.00) value per annum to him, to his spouse, to a dependent child in his custody or to any business with which he is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding; provided that the bid or offer accepted is the lowest received.
  4. Perform any services or actions during the time of his office or employment for any consideration from the city or from any person, to him, to his spouse, to a dependent child in his custody, or to any business with which he is associated, other than the compensation provided for the performance of his official duties, by which service or action he attempts to influence a decision of the city.
  5. Perform any service for consideration, during one (1) year after termination of his office or employment, by which performance he attempts to influence a decision of the city, except that this provision shall not be construed to prohibit any person from

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- performing such service and receiving compensation therefor, in any adversary proceeding or in the preparation or filing of any public document.
6. Perform any service for any consideration for any person after termination of his office or employment in relation to any case, decision, proceeding or application with respect to which he was directly concerned or in which he personally participated during the period of his service or employment.
- B. In addition to the other requirements of this article, no member of the City Council or the Mayor shall:
1. Perform any service for the city or any agency of the city for any consideration other than the compensation provided for the performance of his official duties.
  2. Sell, rent or lease any property to the city for consideration in excess of five hundred dollars (\$500.00) per transaction or five thousand dollars (\$5,000.00) per annum unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.
  3. Attempt, for any compensation other than the compensation provided for the performance of his official duties, to influence the decision of the city on any matter; except that, this provision shall not be construed to prohibit such person from participating for compensation in the preparation or filing of any public document or conference thereon.
  4. No sole proprietorship, partnership, joint venture or corporation in which any member of the city council is the sole proprietor, partner, coparticipant or owner of in excess of ten (10) percent of the outstanding shares of any class of stock, or of an interest having a value of ten thousand dollars or more, or the receipt by an individual, the individuals spouse or the individuals's dependent children, whether singularly or collectively, of a salary, gratuity, or other compensation or remuneration of five thousand dollars, or more, per year from any individual, partnership, organization, or association within any calendar year or more shall:
    - i. Perform any service for the city for any consideration in excess of five hundred dollars (\$500.00) per transaction or Five Thousand Dollars (\$5,000.00) per annum unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.
    - ii. Sell, rent or lease any property to the city where the consideration is in excess of five hundred dollars (\$500.00) per transaction or five thousand dollars (\$5,000.00) per annum unless the transaction is made pursuant to an award on a contract let or a sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

Sec. 2-65. - Procedures.



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If any employee or appointed official violates any provision of section 2-62 through 2-64 inclusive, or provisions of the City of Lee's Summit whether willfully or unintentionally, he or she shall be subject to discipline or other action as allowed by the employment policies of the City or otherwise provided by law. If any elected official violates any provision of sections 2-62 through 2-64, inclusive, or provisions of the Charter of the City of Lee's Summit whether willfully or unintentionally, that official is subject to the procedures and penalties provided by Section 3.15 of the Charter of the City and set out in this section, below:

- A. By a motion at a City Council meeting, any Councilmember may request the initiation of an investigation of the facts and circumstances regarding an alleged violation of any provision of sections 2-62 through 2-64, inclusive, by any elected official. Such motion shall include details as to the identity of the elected official in question and the facts and circumstances supporting the movant's allegation of such violation.
- B. If such motion is adopted by a majority of the entire council, the Mayor, unless the Mayor is the subject of the matter and in that case the Mayor Pro Tempore, with the assistance of the City Manager shall initiate the investigation with an appropriate internal or external investigator. Upon conclusion of the investigation, the investigator shall present the findings at a public meeting.
- C. After hearing the report, any Councilmember may request that a public hearing be held on the matter. If such motion is adopted by a majority of the entire council a public hearing shall be held as provided by Chapter 536 RSMo. and the matter shall be considered a contested case.
- D. If, upon hearing or following a waiver of hearing, the council determines that a violation has occurred, the council may, by resolution take such disciplinary action as provided by section 2-66 below. Additionally, the Council may refer such matter to appropriate law enforcement agencies as it may deem appropriate upon the affirmative vote of two-thirds of the entire council including the Mayor.

### Sec. 2-66. Penalties.

- A. Generally. Violation of the Charter or this Code of Ethics may be grounds for censure or removal of office. The council shall not impose any discipline upon a member or the Mayor unless such sanctions receive an affirmative vote of two-thirds of the members of the entire Council, including the Mayor.
- B. Forfeiture. Notwithstanding subsection A. above, any city officer or employee who willfully conceals a substantial financial interest or interest in any party transacting business with the city, or in the subject matter of any city transaction or who otherwise willfully violates the requirements of section 14.1 of the City Charter shall be guilty of malfeasance in office or position and shall forfeit the office or position. Any Councilmember or the Mayor found, by a 2/3rds vote of the entire council, to have willfully concealed a substantial financial interest or interest in any party transacting business with the city, or in the subject matter of any city transaction or who otherwise is found to have willfully violated the requirements of

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this section 14.1 of the City Charter shall be guilty of malfeasance in office and shall immediately forfeit the office.

### Sec. 2-67. Malicious Complaints.

If, in the opinion of a City Councilmember or the Mayor, the complaining party was motivated by malice or reason contrary to the spirit of any law on which such complaint was based, in filing the complaint without just cause, her or she may, by motion, request that the same be reported to the appropriate law enforcement authorities. Any person who knowingly files a complaint without just cause, or with malice, shall be guilty of a misdemeanor punishable under section 1-13(A) of this code or as otherwise provided by law.

### B. Financial Reporting

#### 2-67. Financial Reporting

- A. Declaration of Policy. The proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and, that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the city.
- B. Conflicts of Interest. The mayor or any Councilmember who has any direct or indirect substantial personal or private interest, as defined by Section 105.450(11), (12), Missouri Revised Statutes, in any bill shall disclose on the records of the City Council the nature of his or her interest and shall disqualify himself or herself from voting on any matters relating to this interest. Any elected or appointed officer, employee, or member of any committee, authority board or commission of the city who has a direct or indirect substantial interest who has any direct or indirect substantial financial interest, as defined by Section 105.450(11), (12), Missouri Revised Statutes, in any bill shall disclose on the records of the City Council the nature of his or her interest and shall disqualify himself or herself from voting on any matters relating to this interest.
- C. Disclosure Statements. Each elected official, the City Manager, the Assistant City Manager, the City Attorney, the Director of Finance, the City Clerk and the City Purchasing Agent shall disclose the following information by May 1 if any such transactions were engaged in during the previous calendar year:
  - 1. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any that such person had with the City of Lee's Summit, other than compensation received as an elected official or as an employee or payment of any tax, fee or penalty due to the City of Lee's Summit, and other than transfers for no consideration to the City of Lee's Summit; and,

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2. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest, as defined by Section 105.450(10RSMo, had with the City of Lee's Summit, other than payment of any tax, fee or penalty due to the City of Lee's Summit or transactions involving payment for providing utility service to the City of Lee's Summit, and other than transfers for no consideration to the City of Lee's Summit.
3. The City Manager, the Assistant City Manager(s), the City Attorney, the Director of Finance, the City Clerk and the City Purchasing Agent also shall disclose by May 1 the following information for the previous calendar year:
  - a. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statement;
  - b. The name and address of each sole proprietorship that he or she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he or she was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and, the name or any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;
  - c. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.
- D. Filing of Statements. The statements shall be filed with the City Clerk and the Ethics Commission. The statements shall be available for public inspection and copying during normal business hours.
- E. When Filed. The financial disclosure statements shall be filed at the following times, but no person is required to file more than one financial disclosure statement in any calendar year.
  1. Each person who is subject to this ordinance shall file the statement within thirty (30) days of such appointment or employment;
  2. Every other person required to file a financial disclosure statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the City Council may supplement the financial disclosure statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial disclosure statement.

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Sec 2-68 through Sec. 2-74 reserved.

### C. Code of Conduct

Sec. 2-75. Policy Declaration. Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve, protect and enhance the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

Sec. 2-76. Conduct in Public Meetings. Members of the Council and the Mayor should at all times:

- A. Practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, anyone to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Councilmembers and the Mayor should conduct themselves in a professional manner at all times, including physical appearance.
- B. Honor the role of the Mayor in maintaining order. It is the responsibility of the Mayor to keep the comments of all persons, including but not limited to, the Councilmembers on track during public meetings. Councilmembers should honor efforts by the Mayor to focus discussions on current agenda items. If there is disagreement about the agenda or the Mayor's actions in refraining staff, public or Councilmembers from speaking, those objections should be voiced politely and with reason.
- C. Avoid personal comments that could offend other Councilmembers. If a Councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Councilmember to justify or apologize for the language used. The Mayor will maintain order of this discussion.
- D. Demonstrate effective problem-solving approaches. Councilmembers have a public forum to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
- E. Be punctual and keep comments relative to topics discussed. Councilmembers have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Councilmembers be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discussed scheduled issues.