

RESOLUTION NO. 2006-21

RESOLUTION ADOPTING A CITY OF GENEVA CODE OF CONDUCT

WHEREAS, the City of Geneva has long recognized the importance of conducting city business in the best interests of the citizens we serve; and

WHEREAS, it is the Mayor and City Council's desire to reaffirm the continuing goal of conducting city business in a courteous, professional, and efficient manner in serving our citizens; and

WHEREAS, the conduct of city business in a courteous, professional, and efficient manner is the responsibility of elected and appointed officials, city staff, citizens and persons doing business before the City; and

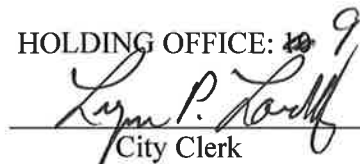
WHEREAS, the Mayor, Aldermen, and Officials of the City of Geneva are committed to the values of a Code of Conduct in conducting the business of the City of Geneva as described in the attached Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, hereby adopts the City of Geneva Code of Conduct.

BE IT FURTHER RESOLVED THE CITY COUNCIL hereby directs that the City of Geneva Code of Conduct be posted in a prominent place in the City Council Chamber for public viewing at all city meetings and on the City of Geneva Web Site.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 6th day of November, 2006.

AYES: 8 NAYS: 1 ABSENT: 0 ABSTAINING: 0 HOLDING OFFICE: 9



City Clerk



City of Geneva Code of Conduct

I. MAYOR, COUNCIL, AND STAFF CONDUCT WITH PUBLIC:

- Be welcoming to all speakers and treat them with respect.
- Be fair and equitable in allocating time to individual speakers.
- Actively listen to public comment.
- Ask for clarification, but avoid debate and argument with the public.
- Avoid personal comments to members of the public.
- Informational materials on items of public interest are to be presented on the overhead projector for the benefit of all in attendance.

II. COUNCIL CONDUCT WITH MAYOR AND ONE ANOTHER:

- Practice civility and decorum in discussion and debate.
- Honor the role of the Chair in maintaining order.
- Speak to the issues and avoid personal comments to other Council members.
- Points should be briefly stated to respect others' time and not monopolize discussion.
- Focus on policy-making.

III. MAYOR AND COUNCIL CONDUCT WITH STAFF:

- Treat all staff as professionals/with respect.
- Channel communication to appropriate senior City staff, e.g. citizen inquiries, complaints.
- Never publicly criticize an individual employee.
- Do not get involved in day-to-day administrative functions.
- Ask staff questions for new information in advance of meetings so responses can be developed and provided for the benefit of all members at the meeting.

IV. STAFF CONDUCT WITH MAYOR AND COUNCIL:

- Respond to Mayor and Council's questions as fully and efficiently as is practical.
- Respect the role of the Mayor and Council Members as policymakers of the City.
- Demonstrate professionalism and non-partisanship in all interactions.
- Staff should demonstrate respect for the Mayor and Council at all times, treating all equally.
- Presentations will be professional, timely, and allow for discussion.
- All Council members should have the same information from staff when making decisions.