

City of Pacific Grove, California

City Council Policy

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PURPOSE

The City of Pacific Grove City (City) Council adopts this Code of Conduct to assure all elected and appointed officials (Officials), while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of City government.

CODE OF CONDUCT POLICY

1. General Norms and Expectations.

- A. Officials will work for the common good of the residents of the City Pacific Grove (City), not for personal interest.
- B. Officials will serve as a model of leadership and civility to the community.
- C. Officials will assure fair and equal treatment of all persons, claims, and transactions coming before the City Council and its various Boards and Commissions.

2. General Conduct.

Officials shall:

- A. Make the public feel welcome and not be partial, prejudiced or disrespectful toward the public.
- B. Treat each other, staff, and members of the public with dignity, courtesy, and respect, valuing all opinions and being tolerant of new and different ideas while encouraging creativity and innovation. Agree that inappropriate behavior is derogatory and damages the perception of the City.
- C. Avoid negative comments that could offend members of the public and other Officials during public meetings, on social media, through electronic communications, in the media, and all other times.
- D. Follow through on commitments and be accountable to each other, including the

commitment to start and end meetings on time, work from an agenda, and be present, attentive, and prepared.

- E. Keep comments clear, concise, and on-topic to maximize opportunities for all to express themselves.
- F. Continuously strive to improve how members work as a team.
- G. Place clear and realistic demands on staff resources and time when requesting action.
- H. At all times be in compliance with all state and locally mandated ethics and reporting requirements.
- I. Project a positive image of the City when dealing with other third parties (e.g., other public agencies, organizations, and media)
- J. Show tolerance and respect for other parties' opinions and issues and, if necessary, agree to disagree.
- K. Represent official policies or positions of the Council or Boards and Commissions when designated as delegates of a legislative body.
- L. Provide only non-confidential, non-privileged background information to the media. Officials shall not discuss or go "off the record" to discuss, confidential or privileged information pertaining to closed sessions, or attorney-client privileged or attorney work product communications, including personnel, litigation, or real property negotiations.

3. Conduct During Meetings.

The Officials shall:

- A. Treat each other and everyone with courtesy and refrain from inappropriate behavior and derogatory comments.
- B. Inform the Mayor or Chair of their desire to speak and be acknowledged by the Mayor or Chair before speaking.
- C. Work together to preserve order and decorum during meetings.
- D. Not delay or interrupt the proceedings or the peace of the City Council, Board or Commission, nor disturb any Council Member, Board Member or Commissioner while speaking, by conversation or otherwise.
- E. Attempt to build consensus on an item through an opportunity for dialogue, but when this is not possible, the majority vote shall prevail and the majority shall show respect for the opinion of the minority, and vice versa.

- F. Once a vote is taken on an issue, Officials will support the direction taken by the City Council, Board or Commission

Adopted November 3, 2021, Resolution 21-031