

# **Gloucester City Council Code of Conduct**

## **I. Purpose**

The professional conduct and civility of City Councilors is of paramount importance to the City of Gloucester. The concerns of constituents are often diverse and divided, therefore, maintaining a public forum and work environment where people can disagree through civil debate remains at the forefront of a healthy, democratic process.

## **II. Applicability**

This policy and all its sections covers all actions and communications whether spoken or written including but not limited to all electronic communications including social media.

## **III. Code of Conduct**

City Councilors should assume the following conduct:

- Councilors shall work with the chain of command, specifically through the Mayor and/or Chief Administrative Officer, to enlist the support and skills of city staff in addressing the needs of the community.
- The authority of the City Council, the “governing board” can only be exercised as a Board, regardless of our individual vote until the decision is rescinded, set aside, or amended.
- City Councilors will abide by the Open Meeting Law and regulations and see that those requirements are communicated and followed. Except for matters taken up in Executive Session, all decisions of City Councilors shall be made in public.
- City Councilors should comply with the City’s Anti-Harassment and Anti-Discrimination Policy.
- City Councilors must comply with all applicable laws, including without limitation, the following: The Open Meeting Law, Procurement Laws, and the Ethics/Conflict of Interest Statute (G.L c. 268A)
- Conflicts of interests, violence, ethics violations, or discrimination on the basis of race, sex, sexual orientation, age, handicap, religion or national origin are unlawful and do not reflect the values of the Gloucester community.
- City Councilors are expected to maintain civility in all discussions and debates, and not tolerate speech or behavior that is belligerent, disrespectful, threatening, abusive or disparaging as this behavior impedes the democratic process, encourages hard feelings and divisiveness, contributes to voter and staff alienation. Dialogue should focus on issues and refrain from personal criticism.
- City Councilors who witness unprofessional decorum in public meetings that is contrary to the spirit of this code of conduct should call a “POINT OF ORDER” using parliamentary procedure.
- City Councilors who are a bystander or witness of unprofessional behavior, hostile work environment

or problem situations, can positively support the victim by first, letting them know they are not alone, second affirming that the behavior is not acceptable and third, can be of help by identifying resources for further follow-up. Bystander intervention is about empowering yourself to be part of the solution.

- A productive working environment where everyone is striving for a sense of mutual respect, trust, collegiality, and inclusion, is an environment where things are going to get done, and done well.

#### **IV. Enforcement and Education**

It is the duty of all elected officials to self-police and hold themselves accountable to the Code of Conduct.

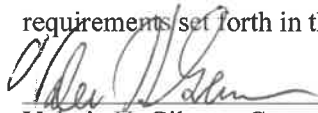
The enforcement of the Code of Conduct is summarized as follows:

- It is the role of the Council President/Board Chair, to enforce the code of conduct as needed.
- Any City Councilor who has violated the Code of Conduct should be promptly asked by a Standing Committee Chair, Council President/Vice President, or any member of the City Council, to apologize. If the infraction occurred at a public meeting, the apology should be made in public, ideally at the time of the incident or in discussion at the next scheduled meeting. If the infraction was not witnessed by members of the public, an apology should be made promptly, and the victim should acknowledge that the apology has been accepted. The Council President should note that the Code of Conduct violation has been duly resolved.
- Enforcement of the Code of Conduct could include a decision by the governing board to publicly reprimand or censure.
- If a member of an elected board repeatedly violates the tenet of the Code of Conduct, he or she may be asked to attend a training session offered by MIIA.
- It is the responsibility of all City Councilors, to request that the Council President holds an annual governance meeting where a self-assessment of the compliance to the City Council Code of Conduct be placed on the agenda.

#### **V. Distribution and Consent**

At the beginning of every term, the City Clerk shall have each elected official sign a statement that they have read this Code of Conduct Resolution. This signed acknowledgement will be kept on file and remain easily accessible to everyone, including municipal officials, employees and the public. In the event that any member declines to sign the form, that fact shall be noted by the City Clerk on the form.

I have read and understand the Gloucester City Council Code of Conduct and will comply with the requirements set forth in this document.

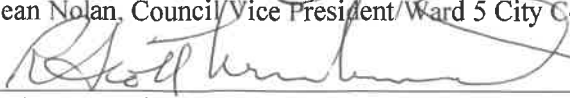


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Valerie H. Gilman, Council President/Ward 4 City Councilor



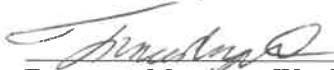
Sean Nolan, Council Vice President/Ward 5 City Councilor



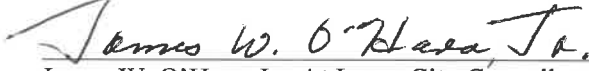
R. Scott Memhard, Ward 1 City Councilor



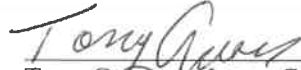
Tracy J. O'Neil, Ward 2 City Councilor



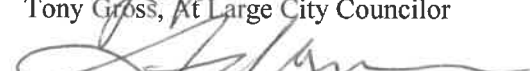
Francesco Margiotta, Ward 3 City Councilor



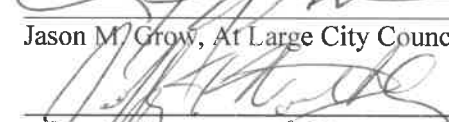
James W. O'Hara, Jr., At Large City Councilor



Tony Gross, At Large City Councilor



Jason M. Grow, At Large City Councilor



Jeff Worthley, At Large City Councilor