

YVCOG Code of Conduct

YVCOG Executive Committee members and staff will conduct themselves according to the following rules of conduct as they pertain to work for, and on behalf of, the Conference of Governments:

1. Maintain decorum and set an example for conduct when representing the Conference, and endeavor not to disgrace or embarrass the Conference while acting in an official capacity;
2. Represent that opinions stated are their own and do not necessarily represent those of the YVCOG unless the stated policy or position has been adopted by the Executive Committee or General Membership;
3. Not divulge information discussed in executive session;
4. Make public any conflict of interest s/he has with respect to any issue under consideration by the Executive Committee. The Executive Committee Member shall not participate in discussions of the subject nor vote on it if the Executive Committee Member has a personal, financial or property interest in the subject;
5. Not use their position or Conference resources for personal or family gain, especially financial gain, including the acceptance of gifts and gratuities, and
6. Shall not make knowingly and intentionally false statements on which the Executive Committee, YVCOG staff or Conference Members rely to establish policy or make important decisions.

DEFINITIONS

Code of Conduct – Officials and employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the Conference.

While it is not possible to develop a comprehensive detailed set of rules to address every situation, the Conference does adhere to and will strictly enforce any applicable laws or regulations relating to conflicts of interest, appearance of fairness and ethics that apply to the employees and officials of Yakima Valley Conference of Governments. The statutes provide detailed outlines of what constitutes ethical and appropriate behavior while hold office or employed with the Yakima Valley Conference of Governments.

PROCEDURE

All meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order as a guide. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the Chair or an Executive Committee member and must be approved by majority vote of the members present

Meetings will be scheduled according to the By-laws of the Yakima Valley Conference of Governments and meetings deemed essential by the Executive Committee to be in the best interests of the Conference. All meetings will be open to the public with the exception of executive or closed sessions authorized by law. Final action resulting from executive session discussions will be taken during a meeting open to the public as required by law.

<u>Last Updated</u>	<u>Approved</u>
2-20-13	2-20-13