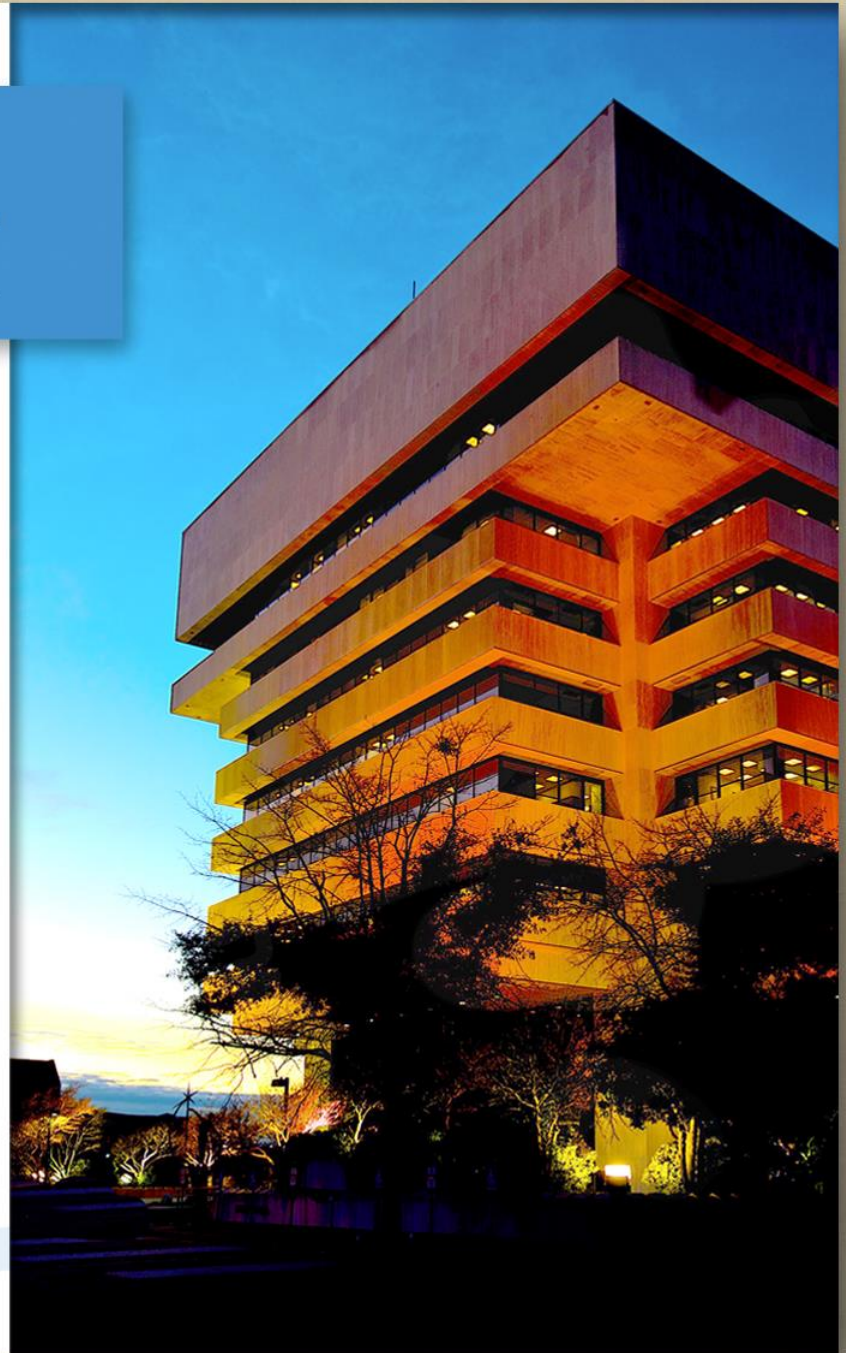


# HAMPTON VA


**City of Hampton Boards,  
Commissions, and  
Committees –**

**COMMITMENT TO  
EXCELLENCE**



# Strategic Vision

"We are Hampton, a vibrant waterfront community celebrating and embracing more than 400 years of history and innovation to create an even more dynamic future ..."



... and the citizens who join us in service to our city through service on boards, commission and committees demonstrate their

**COMMITMENT TO EXCELLENCE!**

# Background

- The idea arose to provide Council appointees with more consistent information and guidance as they begin board service
- While specific orientation to each board already exists, there is some information which is beneficial for all appointees
- The proposed document is a collaborative work of the City Manager, City Attorney, and Clerk of Council
- The draft document has been shared with City Council
- This afternoon we will give an overview of the content, seek Council's approval to move forward, and determine the next steps

# Code of Ethics

- Uphold City and State regulations
- Give best thought and effort in performance of duties
- Avoid any form of discrimination
- Comply with State and Local Conflict of Interests Act and Ethics in Public Procurement Act


## Code of Ethics (continued)

- Attend those trainings required by specific appointment
- Direct questions about conflicts to the City Attorney's Office
- Ensure integrity by avoiding unfair privileges or special favors

# Scope of Duties

- Make no promises
- Do not use information for private benefit
- Report misconduct
- Comply with Virginia Freedom of Information Act
- When expressing personal opinions, disclose that you are not representing the City of Hampton or your body

# Scope of Duties (continued)

- Be judicious in use of social media
  - Make clear distinction between personal opinion and a decision made by the body
  - Be an engaged and active listener
  - Work in partnership with others when appropriate
- 



# Standards of Conduct

- Avoid inappropriate language
- Stay current on tax obligations
- Adhere to the social media policy
- Attend all scheduled meetings as required by the bylaws of your particular appointment
- Resign if personal circumstances preclude regular attendance

# Standards of Conduct (continued)

- Be well prepared for meetings
- Avoid inappropriate criticism and personal attacks and maintain an attitude of consideration and courtesy
- Refrain from the use of personal devices during meetings
- Dress appropriately for the business environment

# Best Practices for Communication

- When responding to citizens or the media
  - Remind the listener that you do not speak for the body
  - Clarify your position on specific item
  - Do not comment upon closed session matters
- Acknowledge that personnel matters must remain confidential
- Concentrate on issues
- Contact the City Manager's Office when requested to give an interview

# Commitment

- APPRECIATE individual contributions
- CREATE an environment of civility and respect
- CONDUCT public and private affairs with integrity
- RESPECT the privacy and dignity of others
- FOCUS on meaningful solutions
- AVOID actions which are harmful or divisive to the best interest of Hampton
- TREAT everyone as you wish to be treated

# Next Steps

- Obtain Council approval of the draft document
- Incorporate any changes
- Include on November 12<sup>th</sup> Council agenda for adoption
- Put into practice in January, 2021

# Questions from Council?

Thank you!

