

TOWN OF FORESTBURGH

CODE OF ETHICS

I. Intent

The Town Board of the Town of Forestburgh views elected and appointed offices as positions of public trust and recognizes the duty of such officials to conduct themselves with the highest degree of moral behavior. Therefore, the following rules have been enumerated.

II. Standards of Conduct

1. Officials shall carry out, to the best of their abilities, their duties for the benefit of the town and its people in accordance with all applicable laws.
2. Officials shall strive to uphold the Town's Master Plan and maintain, through practice, the integrity and beauty of the Town.
3. Officials shall, when dealing with official business, place the interest of the Town over their personal or business interests.
4. Officials shall strive to avoid all appearances and acts of impropriety.
5. Officials shall avoid involvement in issues in which the official, friends, business associates or family members have a personal or financial interest by disqualifying themselves from voting or participating in any manner.
6. Officials must express their special, familial or conflicting interests immediately prior to initial discussion of such issues.
7. Officials shall not conduct or participate in unannounced, private or unofficial meetings whose purpose is to discuss, conclude or influence decisions which are or will be before the Town Board..
8. Officials shall use Executive Sessions only for legally acceptable purposes.
9. Officials shall not use their personal or business assets to influence Town issues or elections, except when intent to do so is overtly expressed and meets the guidelines of the code of ethics.
10. Officials shall not use their positions for personal, professional or financial gain.
11. Officials are prohibited from using Town equipment for personal purposes unless prior approval is received from the Town Board.
12. Officials shall make every effort to protect the community against unethical practices on the part of any individual or organization who is dealing with the Town.
13. Officials shall, understanding they are using public funds, endeavor to use the most cost effective yet safe method of dealing with budgetary issues.
14. Officials shall never accept gratuities, whether financial, monetarily valuable or potentially valuable in any form, for official duties or those related to Town affairs.

15. Officials shall, to insure impartiality and the representation of all the towns people, not hold political party appointed or elected positions.

16. Candidates for elected positions shall disclose the contributors and contribution quantities, if other than personal funds, when such funds exceed fifty dollars (\$50.00).

17. Candidates for elected positions will not use campaign literature which contains innuendos, half truths or lies.

18. Candidates for elected positions and/or their supporters may spend five hundred dollars (\$500.00) during the campaign but may request the Town Board increase their spending limit by the cost of a town mailing to answer unfair or unwarranted allegations.

19. Candidates may jointly provide voters with one campaign party during the twelve months preceding the election.

20. Candidates for elected positions, whether Town, County, State or Federal, or their supporters, may not post political signs within the Town's limits.

III. Review Procedures

1. Any Town Board member may bring to the board's attention possible code violations and ask for a hearing at the next scheduled Town Board meeting.

2. Any Town resident or land owner may submit a petition, containing the signatures of twenty five (25) town residents, which outline's the particulars of possible code violations, to the Town Board and ask for a hearing at the next scheduled Town Board meeting.

3. Upon notification, the Town Clerk will notify the party or parties involved and place the violation hearing on the agenda of the next scheduled Town Board meeting.

4. Both the petitioner and the accused violator will be given equal time to present their positions.

5. The Town Board, by a unanimous vote of all uninvolved parties determines guilt or innocence.

6. All verdicts can immediately be appealed, either verbally at the meeting or by written notification, and a special town meeting will be called within fourteen (14) days.

7. The original petitioner, Town Board Members, the accused violator and the townspeople may present their views.

8. A two-thirds vote of the Townspeople present can overturn the verdict.

IV. Penalties

1. The Code violator will receive a warning and public censure for the first violation, excepting violations of sections 5, 7, 9, 10, and 14 which are always considered serious acts.

2. The penalty for all violations resulting in financial loss to the town must include full restitution by the violator.

3. A second violation of the code of ethics shall be punishable by fines of \$100.00, \$200.00 or \$300.00, to be levied at the discretion of the Town Board.

4. A third violation will result in recall of elected official or dismissal of appointed officials.