



## CITY OF KIRKLAND

### City Council

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www.kirklandwa.gov

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## MEMORANDUM

**To:** All Board and Commission Members

**From:** Mayor Joan McBride

**Date:** September 13, 2011

**Subject:** CODE OF CONDUCT

On September 6, 2011, the Kirkland City Council formally adopted a Code of Conduct for the City Council and appointed board and commission members. The Code of Conduct describes our expectations for ourselves and our appointed officials regarding the manner in which we work with each other and with City staff. We are asking that each board and commission member read and indicate their understanding of these principles by signing the Code of Conduct. Signed documents can be returned to the City Clerk, Kathi Anderson, for our official files.

The City Council is also working toward adopting a Code of Ethics that is not yet finalized. We will keep you apprised of our progress and circulate a draft Code of Ethics when it is nearing completion.

The City Council is proud of Kirkland's tradition of collegiality, inclusiveness and professionalism. We believe that the Code of Conduct formalizes the values that we already hold and provides a common set of expectations for existing and incoming City officials.

**Cc:** Kirkland City Council  
Kurt Triplett, City Manager  
Marilynne Beard, Assistant City Manager  
Directors  
Kathi Anderson, City Clerk



## **CITY OF KIRKLAND CODE OF CONDUCT FOR CITY COUNCIL AND BOARDS AND COMMISSIONS**

The Code of Conduct is supplemental to the Kirkland Municipal Code and the Code of Ethics and applies to the City Council and all members of City advisory boards and commissions. The Code of Conduct describes how Kirkland officials treat each other and work together for the common good of the community. Conducting the City's business in an atmosphere of respect and civility is the underlying theme in this code. City Officials are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the code.

Implicit in the Code of Conduct is recognition of the worth of individual members and an appreciation for their individual talents, perspectives and contributions. The Code will ensure an atmosphere where individual members, staff and the public are free to express their ideas and work to their full potential.

*As a City Official of the City of Kirkland, I agree to these principles of conduct:*

***We consistently demonstrate the principles of professionalism, respect and civility in working for the greater good of Kirkland.***

We assure fair and equal treatment of all people.

We conduct ourselves both personally and professionally in a manner that is above reproach.

We refrain from abusive conduct, personal charges or verbal attacks on the character or motives of Council members, commissioners, staff and the public.

We take care to avoid personal comments that could offend others.

We show no tolerance for intimidating behaviors.

We listen courteously and attentively to all public discussions and treat all people the way we wish to be treated.

We serve as a model of leadership and civility to the community.

Our actions inspire public confidence in Kirkland government.

***Keeping in mind the common good as the highest purpose, we will focus on holding efficient meetings that achieve constructive solutions for the public benefit.***

We work as a team to solve problems and render decisions that are based on the merits and substance of the matter.

We respect differences and views of other people.

***We adhere to the principles and laws governing the Council/Manager form of government and treat all staff with respect and cooperation.***

We will refrain from interfering with the administrative functions and professional duties of staff.

We will not publicly criticize individual staff but will privately communicate with the City Manager any concerns about a Department or Department Director or staff person.

We will refrain from negotiating or making commitments without the involvement and knowledge of the City Manager.

We will work with staff in a manner that consistently demonstrates mutual respect.

We will not discuss personnel issues, undermine management direction, or give or imply direction to staff.

We will communicate directly with the City Manager, department directors or designated staff contacts when asking for information, assistance or follow up.

We will not knowingly blindside one another in public and will contact staff prior to a meeting with any questions or issues.

We will not attend City staff meetings unless requested by staff.

**I acknowledge that I have received and read this Code of Conduct**

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**Name**

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**Date**