

CITY OF KIRKLAND CODE OF CONDUCT FOR CITY BOARDS AND COMMISSIONS

This Code of Conduct applies to all members of City advisory boards and commissions, and it is supplemental to the Kirkland Municipal Code and the Code of Ethics. The Code of Conduct describes how Kirkland officials are expected to treat each other and work together for the common good of the community. Following the Code of Conduct will ensure an atmosphere where individual members, staff, and the public are free to express their ideas and work to their full potential. Members are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the code.

As a member of an appointed board or commission 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, board 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 respect differences and views of other people, and we recognize the worth of individuals and appreciate our fellow members for their individual talents, perspectives, and contributions.

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

Through our actions, we inspire public confidence in the Kirkland government.

We keep in mind the common good as the highest purpose of the City and of our work.

We 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 acknowledge our role as a board or commission member is in an advisory capacity to the City Council, and we recognize we do not have any authority to negotiate or make commitments on behalf of the City.

We will adhere to the principles and laws applicable to the City and to our work for the City.

We 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 any concerns about a City department or staff person to the designated staff liaison or a department director.

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

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

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

I acknowledge that I have received and read this Code of Conduct, and I agree to abide by these principles of conduct.

Name

Date