THE POWHATAN COUNTY BOARD OF SUPERVISORS
CODE OF ETHICS AND STANDARD OF CONDUCT
January 4, 2016

CODE OF ETHICS

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Powhatan County Board of Supervisors have agreed to adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.

2. Put loyalty to the highest moral principles and to the County as a whole above loyalty to individuals, districts, or particular groups.

3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.

4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.

5. Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, country of origin or handicapping condition.

6. Avoid adopting policies, supporting programs or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, country of origin or handicapping condition.

7. Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of governmental duties.

8. Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word that can be binding on public duty.

9. Engage in no business with the County government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of government duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.

10. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.

11. Expose through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.

12. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with sensitive personnel, legal or contractual matters as provided by the Code of Virginia.

13. Avoid using the position of public trust to gain access to the media for purposes of criticizing colleagues or citizens, impugning their integrity or vilifying their personal beliefs.

14. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.

15. Review orally and in public session at the annual organizational meeting each of these principles.

16. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and interested County residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every member of the Powhatan County Board of Supervisors agrees to make his/her best effort to maintain the following Standards of Conduct:

1. Avoid during public meetings and during the performance of public duties the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens, or personnel.

2. Pay all taxes due to the County, state, or national government.

3. Attend all regularly scheduled meetings of the Board or assigned committees, resigning whenever personal circumstances preclude regular attendance.

4. Avoid choices and behaviors that cast public doubt upon the integrity and competence of the County Government.

5. Make a conscientious effort to be well prepared for each meeting.

6. Avoid criticism of colleagues or County employees in public places or open meetings; have conversations of this nature only in private meetings or in closed session with the appropriate individuals.

7. Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.

8. Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.

9. Be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.

10. Be respectful and attentive. Avoid comments, body language or distracting activitythat conveys a message of disrespect for the presentations from citizens, personnel or colleagues.

11. Be concise. Avoid the practice of taking more time to address an issue before thebody than is necessary and essential for an adequate consideration of those matters being discussed.

12. Maintain confidentiality of personnel matters and all matters discussed in closed session.

13. Follow the process set forth below upon receiving a complaint that a Board member has violated the Code of Ethics and Standards of Conduct. In the event a complaint is received, the following procedure shall be followed:
    a. the Clerk or the Chairman of the Board shall forward the complaint to all members of the Board;
    b. the accused member shall be given a reasonable period of time to respond in writing to the allegations, and such response shall be forwarded to all members of the Board;
    c. the Board and the County Administrator and/or County Attorney, if needed, may meet to discuss the allegations and the member's response;
    d. the Chairman shall poll the members regarding their disposition of the alleged violation; and
    e. the Chairman shall direct the County Administrator to draft a response to inform the complainant of the Board's disposition.

If the Chairman is the alleged violator, the Vice-Chairman shall carry out the Chairman's duties, as outlined in subsections 12(A) thru 12(E) above.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON

JANUARY 4, 2016.

William E. Melton, Chairman
Powhatan County Board of Supervisors

ATTEST:

Patricia A. Weiler, Clerk
Powhatan County Board of Supervisors

Recorded Vote:

David T. Williams	**Aye**
Larry J. Nordvig	**Aye**
Angela Y. Cabell	**Aye**
William E. Melton	**Aye**
Carson L. Tucker	**Aye**