

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

REAFFIRM CODE OF ETHICS

Moved by Commissioner McNeal, seconded by Commissioner Black to reaffirm the Code of Ethics as presented. Motion carried by roll call vote: Yeas - 9 votes. Nays - 2 votes. Absent - 0 votes.

Y	TERRY BURNS	Y	DON BLACK
Y	STEVE McNEAL	Y	TOM JESSUP
Y	PAUL VanECK	N	FRITZ SPREITZER
Y	MARK DeYOUNG	Y	JON CAMPBELL
Y	DEAN KAPENGA	Y	LARRY JONES
N	MAX THIELE		

ATTEST, A TRUE COPY

 _____, Clerk-Register

APPROVED: January 8, 2009

cc: Admin. - Finance - Human Resources

Allegan County Code of Ethics

**For the Board of Commissioners, County Administrator,
and County Department Heads**



**Adopted by the Allegan County Board of Commissioners
September 7, 2006**

**Effective September 7, 2006
Reaffirmed January 18, 2007
Reaffirmed January 3, 2008
Amended February 28, 2008
Reaffirmed January 8, 2009**

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Purpose

The intent of this document is to establish guidelines for ethical relationships among the Allegan County Board of Commissioners; the Allegan County Administrator; appointed, Allegan County Administrative Directors; and the Allegan County public which promotes trust and truth, and open and credible communication which are essential to the successful operation of Allegan County government. The governmental purposes are stated as beliefs in the Preamble. This document was developed with the expectation that the Board of Commissioners, the County Administrator, and Administrative Directors will adhere to the standards of ethical conduct which are presented as Five Principles.

Preamble

We, the Board of Commissioners, County Administrator, and Administrative Directors Believe:

1. That in society in which governance resides in the people, it is the function of Allegan County government to administer to people it represents.
2. That the proper function of government is to do for the people those things that have to be done, but cannot be done, or cannot be done well by individuals and that the most effective government is government closest to the people.
3. That an effective government contributes to society.
4. That policy adopted by the Board of Commissioners and the administrative rules and procedures relating thereto, as developed by the County Administrator, establishes obligations upon each party to take timely and appropriate action in order to effectuate those same policies, rules and procedures.
5. That decisions affecting the complex problems of organizing, of administering, of developing policy, and of securing financial support for the County be made in terms of what is best for the entire County.
6. That the development of effective government demands that the duties and responsibilities of the Board of Commissioners, County Administrator, and Administrative Directors be recognized and that the appropriate relationships be established and observed as presented in this code:

Code of Ethics for the Board of Commissioners, County Administrator, and County Administrative Directors

The Board of Commissioners, County Administrator, and Administrative Directors are a Leadership Team that is dedicated to the following principles of behavior in the performance of their responsibilities.

Principle I: Commitment to be Trustworthy

The Leadership Team must be ethically self-governing. They will confine their performance to those services which elicit trust from the individuals whom they serve using their knowledge, skills and competencies.

Principle II: Commitment to Governmental Mission

The Leadership Team has a common mission to implement governmental services essential to the general welfare of Allegan County residents.

Principle III: Commitment to be Responsible

The Leadership Team is committed to responsible decision-making. The quality decisions, actions and performance are in proportion to the dedication and contributing competencies of the Board of Commissioners, County Administrator, and Administrative Directors.

Principle IV: Commitment to a Profession

The Leadership Team shall strive to meet the standards of their profession and will advocate, engage in and support professional development.

Principle V: Commitment to Serve the Greater Good

The Leadership Team, to achieve effective and efficient county government, is dedicated to improving the status and conditions of the County by serving those it represents.

PRINCIPLE I

Commitment to be Trustworthy

The Leadership Team must be ethically self-governing. They will confine their performance to those services which elicit trust from the individuals whom they serve using their knowledge, skills and competencies.

10.00	Board of Commissioners	11.00	Administrator and Administrative Directors
10.10	Commissioners are elected by district to represent the interests of their constituents. In determining policy, the Board collectively should represent the general welfare and individual rights of those it represents.	11.10	The County Administrator is employed by and represents the Allegan County Board of Commissioners. The County Administrator has the responsibility to oversee all administrative functions relative to the authorities and responsibilities delegated by the Board of Commissioners and to advise and assist the Board in establishing policy. Administrative Directors having assigned areas of specialized expertise are employed to oversee specific Administrative functions and to assist the County Administrator in advising the Board during policy development.
10.20	The Board recognizes and respects the diversity, value and dignity of all persons in all interactions and leadership activities.	11.20	The County Administrator and Administrative Directors fully recognize and respect the diversity, value and dignity of all persons in all interactions and leadership activities.
10.30	The Board establishes specific responsibilities and delegates specific authorities to the County Administrator to perform his/her duties in accordance with applicable laws, the adopted bylaws and policies of the Board and other such rules and regulations as may be applicable.	11.30	The County Administrator respects the functions of the Board of Commissioners and accepts the responsibilities as assigned. Administrative Directors accept responsibilities as assigned by the County Administrator. The County Administrator and non-elected Administrative Directors must avoid political actions and statements.
10.40	The Board of Commissioners recognizes that the authority and responsibility to act collectively rests with the entire Board of	11.40	The County Administrator and Administrative Directors as agents of the Board of Commissioners, refrain from making commitments not covered by

	Commissioners and that shall be demonstrated only in official meetings.		board policy or board action, which may obligate the county. The County Administrator must support decisions made by the Board at all times.
10.50	The Board is impartial in the development of bylaws and policies.	11.50	In the development of bylaws and policies, the County Administrator and Administrative Directors, through the County Administrator, have the responsibility to be impartial in advising and counseling all members of the Board.
10.60	The Board should consult with the County Administrator to acquire essential data and information before developing policy or making decisions.	11.60	The County Administrator confers with Administrative Directors to obtain essential data, information and ideas relevant to their areas of specialization in carrying out his/her requirement to supply the Board with information and make recommendations, when applicable, and assists the Board in formulation of new policies and revisions of existing policy.
10.70	The Board has a responsibility to review and resolve conflicts, when appropriate, to administer fairness, and when rendering a decision, adheres to standards of due process.	11.70	The County Administrator and Administrative Directors have a responsibility to review and resolve conflicts, administer fairness, and, when appropriate, shall provide such expert testimony and records as may be essential to the equitable judgment of all conflicts.
10.80	Commissioners in all situations should refrain from using their position of the Board for personal gain of any nature other than that established the Code of Federal Regulations Sections 2635.201 through 2635.205.	11.80	The County Administrator and Administrative Directors in all situations refrain from using their position for personal gain of any nature other than that established by the Code of Federal Regulations Sections 2635.201 through 2635.205.

10.90 The Commissioners will work to maintain and demonstrate a relationship of trust and respect among themselves and with the County Administrator.

11.90 The County Administrator will maintain and demonstrate a relationship of trust and respect with the Board. In addition, Administrative Directors will conduct business in a manner that supports this relationship and will maintain trust and respect among themselves, the County Administrator, the Board, and throughout the rest of the organization.

PRINCIPLE II
Commitment to Governmental Mission

The Leadership Team has a common mission to implement governmental services essential to the general welfare of Allegan County residents.

20.00 Board of Commissioners

21.00 Administrator and Administrative Directors

20.10 The Board will strive to act in the best interest of the County by placing the highest priority on the establishment of governmental goals and objectives and reviewing these on a regular basis, and translating them into policy.

21.10 Administrative Directors, through the County Administrator, provide the data and expertise in the development of governmental goals and objectives, and policies. The County Administrator and Administrative Directors shall support such goals, objectives and policies adopted by the Board.

20.20 The Board adopts those fiscal policies necessary to support the approved programs and activities.

21.20 The County Administrator, after counsel with the appropriate staff and Administrative Directors, recommends to the Board for adoption, a budget which supports programs and activities essential to meeting the established governmental goals and objectives of the Board.

PRINCIPLE III

Commitment to be Responsible

The Leadership Team is committed to responsible decision-making. The quality decisions, actions and performance are in proportion to the dedication and contributing competencies of the Board of Commissioners, County Administrator, and Administrative Directors.

30.00 Board of Commissioners

31.00 Administrator and Administrative Directors

30.10 The Board causes policy to be developed and adopted based upon the best knowledge, research available, and County Administrator's counsel.

31.10 The County Administrator and Administrative Directors cause decisions to be made upon the best knowledge and research available and in accordance with existing adopted Board policies. The County Administrator and Administrative Directors adhere to and support adopted policies.

30.20 The Board of Commissioners acts on policy matters normally after seeking and receiving pertinent information, receiving the County Administrator's recommendation, and following full Board discussion.

31.20 Administrative Directors through the County Administrator, provide the best possible information essential to the development of policies and administrative rules and regulations. The County Administrator should make recommendations on all matters requiring Board action.

30.30 The Board of Commissioners acts on policy matters in accordance with applicable laws, and to advance the goals and objectives of the County.

31.30 The County Administrator and Administrative Directors apply their experience in maintaining Board of Commissioners policies and administrative rules and regulations which are consistent with current laws and the goals and objectives of the County.

30.40 The Board of Commissioners will strive to employ competent persons and will not unjustly direct the County Administrator to make appointments or terminations of staff.

31.40 The County Administrator shall hire qualified Administrative Directors pending final confirmation from the Board of Commissioners. The County Administrator shall make terminations of Administrative Directors when necessary and shall inform the Board in a timely manner.

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| 30.50 | The Board of Commissioners develops HR policies to assure fairness and competence in all assignments of personnel in keeping the goals and objectives of the County. | 31.50 | The County Administrator and Administrative Directors make objective recommendations with adequate supporting data on assignments, transfers, promotions, demotions, non-renewal of contracts, dismissals, or reclassifications of all personnel in accordance with Board of Commissioner policies, administrative rules and regulations, and existing law. |
| 30.60 | Individual Commissioners will attempt to keep the County Administrator advised of public or staff concerns, without promising outcomes, and normally refer persons with requests and criticisms to the County Administrator. | 31.60 | The County Administrator keeps Commissioners and appropriate Administrative Directors informed of public and/or staff concerns. Individual Administrative Directors, through the County Administrator, keep the Board of Commissioners and other Administrative Directors apprised of public and/or staff concerns as they arise. |
| 30.70 | The Board of Commissioners conducts its regular and committee meetings based on a planned written agenda prepared by the County Administrator in consultation with the Chairman of the Board of Commissioners and/or committee chair and/or County Clerk, and in accordance with Board bylaws, state law, and the Open Meetings Act. | 31.70 | The County Administrator, in consultation with the Chairman of the Board of Commissioners and/or committee chair and/or County Clerk, prepares a written agenda. The County Administrator, with supportive data from Administrative Directors and in accordance with Board bylaws, Open Meetings Act, and policies, provides pertinent information and recommendations to the Board in a timely manner. |
| 30.80 | The Board should strive to establish and maintain long-range strategic plans including, County capital improvement plans, which anticipate the future needs, trends and fiscal requirements of the County. | 31.80 | The County Administrator and Administrative Directors through the County Administrator propose long-range strategic plans, including County capital improvement plans, and make recommendations using competent advice and assistance. |

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| 30.90 | The Board, to promote quality performance, encourages and supports continuing education. The Board also supports other professional development opportunities. | 31.90 | The County Administrator accepts responsibility for placement planning for key positions as well as planning, initiating, maintaining, and encouraging the use of training and professional development for Administrative Directors. |
| 30.100 | Commissioners should respect all confidential information received and refrain from disclosing opinions expressed in confidence by other Commissioners and the County Administrator. | 31.100 | The County Administrator and Administrative Directors respect all confidential information and refrain from disclosing opinions expressed in confidence by other Administrative Directors and the County Administrator. |
| 30.110 | Commissioners make a commitment to devote time, thought and study to the duties and responsibilities of a Commissioner and recognize that regular attendance at Board meetings is a requisite to the effective management of the County. | 31.110 | The County Administrator accepts responsibility for assisting Commissioners in making a commitment to good boardmanship and effective management of the County. |
| 30.120 | The Board establishes policy that will ensure the existence of the County's fair, legal, and objective process for hiring and maintaining quality personnel. | 31.120 | The County Administrator will ensure the existence of the County's fair, legal, and objective process for hiring and maintaining quality personnel. |
| 30.130 | The Board strongly encourages an administrative team concept of management. | 31.130 | The County Administrator actively promotes and supports an administrative team concept of management. |
| 30.140 | The Board during its meetings strongly encourages open communication through dialogue among the Commissioners and with the County Administrator when appropriate. | 31.140 | The County Administrator strongly encourages and expects a high level of communication among all Administrative Directors during regularly scheduled leadership meetings and maintains an atmosphere of open communication within the organization. |

PRINCIPLE IV
Commitment to a Profession

The Leadership Team shall strive to meet the standards of their profession and will advocate, engage in and support professional development.

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| 40.00 Board of Commissioners | 41.00 Administrator and Administrative Directors |
| 40.10 Individual Commissioners, as locally elected officials with state delegated responsibilities, by their words and actions, reflect upon all Commissioners, even beyond their own County. | 41.10 The County Administrator and Administrative Directors, as professionals, by their words and actions, reflect upon each other and the County as an organization. |
| 40.20 The organizations for Commissioners provide the standards for professional competence and performance to which each Commissioner should aspire. | 41.20 The professional organizations related to the experience of the County Administrator and Administrative Directors provide the standards of professional competence and performance by which the member shall be judged. |
| 40.30 The Board shall belong to and be active in associations and organizations for Commissioners and remain current in governmental trends and developments. | 41.30 The County Administrator and Administrative Directors shall belong to and be active in their professional associations and remain current in governmental trends and developments. |
| 40.40 The Board expects and supports its County Administrator and Administrative Directors to be active members in their professional associations. | 41.40 The County Administrator and Administrative Directors support the Commissioners being active members of their professional associations. |

PRINCIPLE V
Commitment to Serve the Greater Good.

The Leadership Team, in the pursuit to achieve effective and efficient county government is dedicated to improving the status and conditions of the County by serving the County residents.

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| 50.00 Board of Commissioners | 51.00 Administrator and Administrative Directors |
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| 50.10 | Commissioners serve to assure that the mission of the County is achieved without discrimination. | 51.10 | The County Administrator and Administrative Directors are dedicated to administering their specific area of responsibility as an articulate part of the governmental mission to provide, without discrimination, the right of each person to equal governmental benefit. |
| 50.20 | The Board, as a prerequisite to autonomy and maintenance of professionalism, acts to provide appropriate compensation for all employees. | 51.20 | The County Administrator and Administrative Directors, through the County Administrator, evaluate and recommend appropriate compensation for all personnel within their area of responsibility. |
| 50.30 | When conflicts of interest arise on any issue, the involved Commissioner shall refrain from all related deliberations and decisions. | 51.30 | When conflicts of interest arise, the County Administrator or Administrative Director shall refrain from any recommendations or deliberations related to the issue. |
| 50.40 | | 51.40 | The County Administrator and Administrative Directors do not use their position in the County as a means of promoting political aspirations of the Board or themselves. |
| 50.50 | As a leader of a governmental organization County Commissioners should represent Allegan County at all times in a manner that reflects positively on Allegan County Government. | 51.50 | As a leader of a governmental organization the County Administrator and Administrative Directors represent Allegan County at all times in a manner that reflects positively Allegan County Government. |