

**CODE OF ETHICS
FOR THE TOWN OF JAMESTOWN MAYOR AND TOWN COUNCIL**

The stability and proper operation of democratic representative government depends upon the continuing consent of the governed, upon the public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people. Government decisions and policy must be made and implemented through proper channels and processes of the governmental structure. The purpose of this code is to establish guidelines for ethical standards of conduct for the Mayor and the Town Council of the Town of Jamestown and all references herein to the Town Council shall be understood to include the Mayor. It should not be considered a substitute for the law or a Town Council Member's best judgment.

The Town Council Members must be able to act in a manner to maintain their integrity and independence yet must be responsive to the interests and needs of those they represent. The Town Council Members serve in an important advocacy capacity in meeting the needs of their citizens and should recognize the legitimacy of this role as well as the intrinsic importance of this function to the properly functioning of representative government. At the same time, the Town Council Members must, at times, act in an adjudicatory or administrative capacity and must, when doing so, act in a fair and impartial manner. The Town Council Members must know how to distinguish roles and when each role is appropriate and they must act accordingly. The Town Council Members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each Town Council Member must find within his or her own conscience the touchstone on which to determine appropriate conduct. To enable and assure the adherence to the above stated principles and purposes, the following Articles establish guidelines for ethical standards of conduct for Town Council Members.

Article One

A Town Council Member Shall Obey the Law

Town Council Members shall support the Constitution of the United States, the Constitution of North Carolina and the laws enacted by the Congress of the United States, General Assembly and their Oath of Office pursuant thereto.

Article Two

**A Town Council Member Should Uphold the Integrity and
Independence of His or Her Office**

Town Council Members should demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all their public activities in order to inspire public confidence and trust in Town government. Town Council Members should participate in establishing, maintaining, and enforcing, and should themselves observe, high standards of conduct so that the integrity and independence of their office may be preserved. Town Council Members should treat other Council Members and the public with respect and should honor the opinions of others even when the Council Members disagree with those opinions. Town Council Members should recognize that they are part of the Governing Board and generally not allowed to act individually and the Town Council must take

official action as a body. The provisions of this Code should be construed and applied to further these objectives.

Article Three

A Town Council Member Should Avoid Impropriety And the Appearance of Impropriety in All His or Her Activities

It is essential that Town government attract those citizens best qualified and willing to serve. Town Council Members have legitimate interests-economic, professional and vocational of a private nature. Town Council Members should not be denied, and should not deny to other Town Council members or citizens, the opportunity to acquire, retain and pursue private interests, economic or otherwise, except when conflicts with their responsibility to the public cannot be avoided. Town Council Members must exercise their best judgment to determine when this is the case.

Town Council Members should respect and comply with the law and should conduct themselves at all times in a manner that promotes public confidence in the integrity of the office of the Town Council and of Town government.

Town Council Members should not allow family, social, or other relationships to unduly influence their conduct or judgment and should not lend the prestige of the office of Town Council to advance the private interests of others; nor should they convey or permit others to convey the impression that they are in a special position to influence them. Town Council Members shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

The Mayor or any members of the Town Council who has an interest in any official act or action before the Governing Board shall publicly disclose on the record of the Board the nature and extent of such interest and shall withdraw from any consideration of the matter if excused by the Governing Board pursuant to NCGS 160A-75.

Article Four

A Town Council Member Should Perform the Duties of the Office Faithfully

Town Council Members should, while performing the duties of the office as prescribed by law, give precedence to these duties over other activities. Town Council Members should faithfully perform the duties of their offices. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned. Town Council Members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the Town Council has authority.

Council Members should be willing to bear their fair share of the Town Council's workload. To the extent appropriate, they should be willing to put the Town Council's interests ahead of their own.

Article Five

A Town Council Member Should Conduct the Business of the Council in an Open and Public Manner

Town Council Members should conduct the affairs of the Board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to Town Council Members or their employees.

In order to ensure strict compliance with the laws concerning openness, Town Council Members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should take deliberate steps to make certain that any closed sessions held by the Town Council are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

Article Six

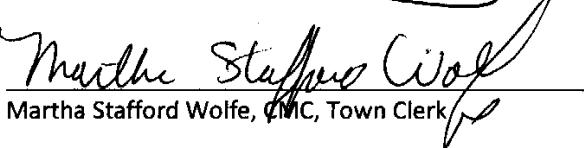
A Town Council Member Shall Attend Ethics Education Training

The Town Council Members shall receive a minimum of two clock hours of ethics education within 12 months after initial election or appointment to the office, and again within 12 months after each subsequent election or appointment to the office in accordance with NCGS 160A-84. The ethics education shall cover laws and principles that govern conflicts of interest and ethical standards of conduct at the local government level. The ethics education may be provided by various qualified sources, including the NC League of Municipalities and UNC School of Government, or other qualified sources of the Town Council's choosing. The Town Clerk to the governing board shall maintain a record verifying receipt of the ethics education by each member of the Town Council.

Adopted this 21st day of September, 2010.


Keith L. Volz

ATTEST:


Martha Stafford Wolfe, QMC, Town Clerk

