CITY OF BRYANT—CITY COUNCIL AND OFFICE OF MAYOR CODE OF CONDUCT
2023

I. **Introduction**

A code of conduct is a set of practices that the municipal leadership agrees to follow. This code of conduct has been developed to reinforce the concept that the mayor and council members serve as role models for their constituents and city staff. By adopting this code of conduct, the city council publicly sets a civility standard for others to follow and recognizes the importance of trust invested in them by the public to accomplish city business.

II. **Overview of Rules and Responsibilities**

A. **The Mayor**

The mayor presides over meetings of the council.

The mayor presides over the council in a manner designed to promote high standards of democratic governance and chairs meetings with efficiency and fairness, never discriminating against any speaker, whether council member or member of the public, based on the speaker's point of view.

The mayor will not use his or her authority to thwart the democratic process.

- Example 1: The mayor will not cancel or adjourn meetings for the purpose of preventing a matter from coming to a vote.
- Example 2: The mayor will not refuse to allow a matter to be voted upon if it has received the necessary motion and second.

The mayor should sign all ordinances, resolutions, and city council minutes.

The mayor in cities and towns with mayor/council forms of government may veto any ordinance resolution or order adopted by the council.

The mayor has the same speaking rights as any other members of the city council.

The mayor demonstrates honesty and integrity in every action and statement.

B. **The City Council**

The city council sets the time and place for regular city council meetings.

The city council demonstrates respect, kindness, consideration, and courtesy to others during meetings.

City council members prepare in advance of meetings and are familiar with the issues on the agenda.

The city council serves as a model of leadership and civility to the municipality.

The city council inspires public confidence in The City of Bryant and its city government.

All members of the city council have equal votes. No council member has more power than any other council member, and should be treated with equal respect.

A city council member will remember at all times that as an individual he or she has no legal authority outside the meetings of the city council and that he or she shall conduct relationships with the city staff, the local citizens, and all modes of communication on the basis of this fact.

Council members will inform the mayor and the city clerk of plans to be absent from a council meeting or plans to leave a council meeting before it is adjourned.

A city council member serves as a model of leadership and civility to the city.

A city council member recognizes that all electronic transmittals sent or received in performance of their duties as a city council member are subject to The Arkansas Freedom of Information Act.

III. Principles and Guidelines

The city council shall hold themselves accountable to the following principles and guidelines:

A. City Council Members Conduct with One Another

This council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each council member has chosen to serve in public office in order to preserve and protect the present and the future of the City of Bryant. This common goal should be acknowledged even as council members may" agree to disagree" on contentious issues.

1. In Public Meetings

Practice Civility and Decorum in Discussions and Debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, council members to make belligerent personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Therefore:

Avoid personal comments that could offend other council members.

Honor the role of the mayor in maintaining order.

Be respectful of other members of the city council, boards, commissions, committees, city staff, and the public by refraining from abusive conduct, personal charges, or verbal attacks.

Fully participate in council meetings and other public meetings while demonstrating respect, consideration, and courtesy to others.

Limit use of technology during meetings except in the case of emergency.

City council member will always treat a fellow council member with the respect he or she would expect to receive in return.

City council member will always address citizens, employees of the City, committee members, and fellow council members with respect.

Request the opportunity to speak and address the council through the mayor or other person conducting the meeting.

Recognize fellow council members and guest speakers by their formal names and appropriate titles; after initial acknowledgement, the terms " Mr." or " Ms." may be used.

Be respectful of others' time and be brief and prepared in making remarks.

Be prompt in attending public meetings so that they may begin at the publicly posted time.

B. Council Member Conduct with The Public

1. Be Polite and Professional to Speakers and Treat Them with Care and Gentleness.

Because personal concerns are often the reason citizens come before the council to speak, council members should remember that their behavior will either relax the speaker or push their emotions to a higher level of intensity.

Limit comments to issues and avoid personal attacks.

Remain seated when someone is speaking at the podium.

Give the appearance of active listening.

Ask for clarification, but avoid debate and argument with the public.

Do not engage in personal attacks of any kind, under any circumstances

Make no promises on behalf of the council or staff.

Make no personal comments about other council members.

IV. Principles of Proper Conduct

City of Bryant provides the following examples as a guide to the Principles of Proper Conduct:

A. Proper conduct IS...

Keeping promises

Being dependable

Building a solid reputation

Participating and being available

Demonstrating patience

Showing empathy

Holding onto ethical principles under stress

Listening attentively

Studying thoroughly

Keeping integrity intact

Overcoming discouragement

Going above and beyond, time and time again

Modeling a professional manner

B. Proper conduct IS NOT...

Showing antagonism

Deliberately lying or misleading

Speaking recklessly

Spreading rumors

Stirring up bad feelings or divisiveness

Acting in a self-righteous manner

V. Glossary of Terms

Attitude: The manner in which one shows one's dispositions, opinions, and feelings.

Behavior: External appearance or action; manner of behaving; carriage of oneself.

Civility: Politeness, consideration, courtesy.

Conduct: The way one acts; personal behavior.

Courtesy: Politeness connected with kindness.

Decorum: Suitable; proper; good taste in behavior.

Manners: A way of acting; a style, method, or form; the way in which things are done. Point of Order: An interruption of a meeting to question whether rules or bylaws are being broken (i.e. if the speaker has strayed from the motion currently under consideration).

Propriety: Conforming to acceptable standards of behavior.

Protocol: The courtesies that are established as proper and correct.

Respect The act of noticing with attention; holding in esteem; courteous regard.

Statement of Affirmation

This code of conduct is designed to describe the manner in which the mayor and council members/board of directors should treat one another and others with whom they come in contact in representing the City of Bryant.

I affirm that I have read and understand the City of Bryant's City Council and Office of Mayor Code of Conduct. The principles and guidelines for mayor and aldermen set forth in this document promote civility and set a standard of excellence that engenders trust and promotes the public good. This municipality will not condone activities that are in violation of the principles of appropriate conduct.

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Council Member Lisa Myer

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Council Member Wade Permenter

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Council Member Jack Moseley

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Council Member Rob Roedel

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Council Member Jon Martin

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Council Member Jason Brown

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Council Member Jordan 0’Roark

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Council Member Star Henson

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Mayor Allen E. Scott