



## **CODE OF ETHICS**

Recognizing that persons who hold public office have been given a public trust and that stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Carroll County Board of Supervisors, County Administrator, Assistant County Administrator, County's boards, commissions, authorities and committees shall adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States of America 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 above loyalty to individuals, districts, or 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. 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.
6. 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 which might be construed by reasonable persons as influencing the performance of governmental duties.
7. Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word which can be binding on public duty.
8. 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.
9. Use no information gained confidentially in the performance of governmental duties as a means of making private profit.
10. Expose through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
11. 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, contractual or other matters as allowed by the Code of Virginia.

12. Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues or citizens, impugning their integrity or vilifying their personal beliefs.
13. Make sure, when responding to the media, that a clear distinction is made between opinion or belief and a decision made by the board.
14. Review orally and in public session at the annual organizational meeting each of these principles.
15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

### **Compliance and Enforcement**

The Carroll County Code of Ethics expresses standards of ethical conduct expected of the members of Board of Supervisors, County Administrator, Assistant County Administrator, boards, committee, Authorities, and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards, commissions, authorities, and committees and the Chairman of the Board of Supervisors have the additional responsibility to intervene when actions of members, County Administrator or Assistant County Administrator appear to be in violation of the Code of Ethics are brought to their attention.

The Board of Supervisors may impose sanctions on members, County Administrator or Assistant County Administrator whose conduct does not comply with the County's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee, authorities, and assignment or budget restriction. Where allowed by law, the Board of Supervisors may also remove the County Administrator, Assistant County Administrator, members of Board appointed boards, commissions, authorities, and committees from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Board of Supervisors, board, commissions, authorities, and or committee decisions.

**MODEL OF EXCELLENCE**  
**CARROLL COUNTY BOARD OF SUPERVISORS,**  
**BOARDS, COMMITTEE, AUTHORITIES, ANDS, AND COMMISSIONS**  
**MEMBER STATEMENT**

As a member of the Carroll County Board of Supervisors, or of a Carroll County board, committee, authorities, or commission, I agree to uphold the Code of Ethics for elected and appointed officials adopted by the County and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, County staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interest of Carroll County;
- Treat all people with whom I interact in the manner I wish to be treated.

I affirm that I have read and understand the Carroll County Code of Ethics.

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Office \_\_\_\_\_

Date \_\_\_\_\_