City of Tigard

# Tigard Triangle

## Citizen Advisory Council: Tigard Triangle Implementation Plan

**Date:** May 23, 2016

**Time:** 6:00 pm-8:00 pm

**Location:** Quality Inn: Pacific Room (11460 SW Pacific Highway)

**Meeting Objectives:**

- Provide a project overview and project background
- Introduce urban renewal

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| 6:00 pm | I. | Welcome and Introductions |
| 6:10 pm | II. | Council Charge and Ground Rules |
| 6:20 pm | III. | Project Overview/Background and Goals<br>A. Tigard Triangle Strategic Plan<br>B. Lean Code |
| 6:40 pm | IV. | Urban Renewal 101 |
| 7:40 pm | V. | Boundary Discussion |
| 7:50 pm | VI. | Next Steps/ Schedule and Council Meetings |
| 8:00 pm | VII. | Close |

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# CODE OF CONDUCT
# TIGARD BOARDS, COMMISSIONS, AND COMMITTEES

**Scope**
This Code of Conduct is designed to provide a framework to guide members of boards, commissions, and committees in their actions. The Code of Conduct operates as a supplement to the existing statutes governing conduct including the ethics law of the State of Oregon.

Members of boards, commissions, and committees are referred to generally as "board members" in this Code of Conduct.

**Conduct of Boards, Commissions, and Committees**
This section describes the manner in which board members will treat one another, the public, and city staff.

### *Board Conduct with One Another During Meetings*

- Practice civility, professionalism 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 democratic governance. This does not allow, however, board members to make belligerent, personal, slanderous, threatening, abusive, or disparaging comments.

- Avoid personal comments that are intended to, or could reasonably be construed to, offend other members or citizens. If a member is offended by the conduct or remarks of another member, the offended member is encouraged to address the matter early with the offending member.

### *Board Conduct Outside Public Meetings*

- Continue respectful behavior in private. The same level of respect and consideration of differing points of view deemed appropriate for public discussion should be maintained in private conversations.

- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail. All written or recorded materials including notes, voicemail, text messages, and e-mail created as part of one's official capacity will be treated as potentially "public" communication.

- Even private conversations can have a public presence. Board members should be aware that they are the focus of the public's attention. Even casual conversation about city business, other public officials or staff may draw attention and be repeated.

- Understand proper political involvement. Board members, as private citizens, may support political candidates or issues but such activities must be done separate from their role as a board member.

### *Board Conduct with the Public*

- Be welcoming to speakers and treat them with respect. For many citizens, speaking in front of a board is a new and difficult experience. Board members should commit full attention to the speaker. Comments, questions, and non-verbal expressions should be appropriate, respectful and professional.

- Make no promises on behalf of the board in unofficial settings. Board members will frequently be asked to explain a board action or to give their opinion about an issue as they meet and talk with citizens. It is appropriate to give a brief overview. Overt or implicit promises of specific action or promises City staff will take a specific action are to be avoided.

### *Board Conduct with City Staff*

- Respect the professional duties of City Staff. Board members should refrain from disrupting staff from the conduct of their jobs; participating in administrative functions including directing staff assignments; attending staff meetings unless requested by staff; and impairing the ability of staff to implement policy decisions.

**Individual Conduct of Board Members**

The individual attitudes, words, and actions of board members should demonstrate, support, and reflect the qualities and characteristics of Tigard as "A Place to Call Home."

**DO THE RIGHT THING**

*In doing the right thing, I will:*

- Be honest with fellow board members, the public and others.
- Credit others' contributions to moving our community's interests forward.
- Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
- Reject gifts, services or other special considerations.
- Excuse myself from participating in decisions when my immediate family's financial interests or mine may be affected by my board's action.
- Protect confidential information concerning litigation, personnel, property, or other affairs of the City.
- Use public resources, such as staff time, equipment, supplies or facilities, only for City-related business.

**GET IT DONE**

*In getting it done, I will:*

- Review materials provided in advance of the meeting.
- Make every effort to attend meetings.
- Be prepared to make difficult decisions when necessary.
- Contribute to a strong organization that exemplifies transparency.
- Make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the City.

**RESPECT AND CARE**

*In respecting and caring, I will:*

- Promote meaningful public involvement in decision-making processes.
- Treat board members, City Council, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community.
- Share substantive information that is relevant to a matter under consideration from sources outside the public decision-making process with my fellow governing board members and staff.
- Respect the distinction between the role of citizens, board member and staff.
- Conduct myself in a courteous and respectful manner at all times.
- Encourage participation of all persons and groups.

**Sanctions and Violations**

To assure the public confidence in the integrity of the City of Tigard, board members are held to a high standard of conduct. For this reason, the City Council believes the Code of Conduct is as important to the public process as other rules and procedures. It is also recognized that, there may be times when action is required to correct and/or prevent behavior that violates the Code of Conduct.

A board member may be removed by the appointing authority for misconduct, nonperformance of duty or failure to obey the laws of the federal, state, or local government (TMC 2.07). Early recognition of the questioned conduct is encouraged. Progressive counsel may occur with the board member but is not required prior to removal from the board by the appointing authority. A violation of the Code of Conduct will not be considered a basis for challenging the validity of any City board decision.

**Implementation**

All board, committee and commission members will be given a copy of the Code of Conduct and will be required to affirm in writing that they have received the code, understand its provisions, and pledge to conduct themselves by the code. A periodic review by City Council of the code will be conducted to ensure that the code is an effective and useful tool.

**CODE OF CONDUCT CERTIFICATION**

**As a member of a City board, commission, or committee, I affirm that:**

- ✓ I have read and understand the Tigard Code of Conduct for members of Boards, Commissions, and Committees and its application to my role and responsibilities while serving on a City board.
- ✓ I pledge to conduct myself by the Code of Conduct.
- ✓ I understand that I may be removed from my position if my conduct falls below these standards.

**Print Name:** _____

**Signature:** _____

**Signed this** _____ **day of** _____, **20**____

**Committee Appointed to:** _____