

**MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS
STANDING RULES**

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

SR-47

CODE OF PROFESSIONAL ETHICS AND CONDUCT

Purpose

This Code of Professional Ethics and Conduct ensures a uniform adherence to the Association's long-standing policies related to legal, moral and professional standards of conduct. This code also informs the public at large as to how the Association approaches matters involving ethics. The principles set forth in this code will govern the conduct of all members of the Michigan Association of Municipal Clerks.

Fiduciary Responsibility

A member will exercise prudence and integrity in the management of funds in his/her custody and in all financial transactions for which he/she is responsible and will maintain the safety of monies placed in his/her public trust.

Responsibility as Public Officials

A member will adhere to concepts of effective and efficient local government service being provided by elected and appointed Public Clerks, Deputy Clerks and Election administrators. A member will conduct himself/herself at all times in a manner which serves the public interest and enhances the stature of the profession. A member will uphold the letter and spirit of the law and report violations of the law to the appropriate authorities.

Professional Development

A member will observe professional technical standards and continually strive to acquire knowledge and improve levels of competence in the statutory duties of the Clerk. A member shall encourage colleagues to improve their competence and set an example for those seeking to enter the field of Public Service.

Professional Integrity – Information

A member will respect and protect privileged information. A member will conduct government openly so the public may make informed judgements and hold public officials accountable. A member will be sensitive and responsive to inquiries from the public and the media.

Professional Relationships

A member will maintain the highest ideals of honor, integrity, and objectivity in all professional relationships.

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Interactions with Others

Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual's age, race, religion, sex, national origin, ancestry, marital status, sexual orientation, gender identity, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

Conflict of Interest

A member will not seek any favor or accept any personal gains which would influence, or appear to influence, the objectivity or conduct of official duties.

Member Misconduct

The Association will not accept or condone unethical, harassing, or intimidating conduct under any circumstances. A member found by the Board of Directors to be in violation of any provision of this Code of Ethics and Conduct will be expelled from membership for a length of time to be determined by the Board and, if the member holds the designations of Certified Michigan Municipal Clerk, the Board may vote to revoke the designation; Certified Municipal Clerk and or Master Municipal Clerk the Board may request that the International Institute of Municipal Clerks Association revoke the designation.

By accepting membership in the Michigan Association of Municipal Clerks each member agrees to be bound and governed by this Code of Professional Ethics and Conduct.