

Legislative Procedures & Policies Updates & Reminders

Board of Park Commissioners

Code of Conduct of Elected & Appointed Officials

Code of Ethical Conduct

- Applies to All Elected & Appointed Officials (Leg File ID #[70642](#))
- Consistent with City Policies for staff
 - APM 3-5: Prohibited Harassment and/or Discrimination Policy
 - APM 2-33: Standard Expectations & Rules of Conduct
 - Encourages informal conflict resolution
 - Provides formal process for reporting/investigating complaints
 - Outlines sanctions for violations

Implementation of Code of Ethical Conduct

- Copy of Code provided at time of appointment
- Official must acknowledge receipt
- Must be reviewed by Commission Annually
 - President to provide overview
 - Code will be provided as informational item
 - Will be done at same time as elections moving forward

Conduct During Meetings

- Conduct toward Staff during meetings
 - Refer to staff by title or formal salutation and last name when first introduced
- Conduct toward Members of the Public
 - Treat with care and respect, commit full attention
 - Questions to public should to clarify or expand information presented
- Conduct toward Media
 - Clearly differentiate between personal opinion & official CITY position
 - Do not discuss personnel or other individual staff matters with media

City-Wide Policies/Procedures Governed by MGO

Election of Officers

- Governed by MGO [33.01\(7\)\(a\)](#)
 - BPC & Subcommittees responsible for choosing chair & vice chair
 - Officer elections to be conducted annually
 - Must be done no later than June 30

Procedures & Policies

- MGO [33.01\(9\)\(b\)](#)
 - BCC's may establish own rules of procedure
 - Review & revisions required every 2 years
 - Rules must be filed by July 1 of even-numbered years

BPC Procedures and Policies

- BPC's Procedures & Policies last updated August 2025
- Revisions are needed based on recent reminders from City Attorney
- Anticipated Timing of Revisions: April 2026

Upcoming Revisions Required

- Address term of elections for BPC & Subcommittees
 - President and Vice President currently 2-year terms
- Adjust Term of Subcommittee appointments
 - Discuss moving to annual appointments of BPC Member Appointments, expectation of at least 2 years service
 - Appointment of BPC members to Subcommittees in March, May, Other?
- Review current Procedures & Policies – provide suggestions for other revisions