

# SUMMARY OF MGO 3.35, CODE OF ETHICS

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CAUTION: Neither this summary nor the attached "Madison Ethics Code Simplified" covers all aspects of the Code of Ethics. All employees and officials should read and be familiar with the Code. This summary gives a short and incomplete description of the major aspects of the Code. The Madison Ethics Code Simplified contains more information, but is also not complete.

POLICY: To create impartial decision-making so that public has confidence in the integrity of government.

APPLIES TO: All elected officials, employees, and members of City boards, committees, or commissions.

## BARRED ACTIONS:

- › Use or attempt to use office or position to gain anything of value for self, family, or associated organization.
- › Receipt of anything of value if it could influence action or be seen as a reward; offering anything of value to an official is also a violation.
- › Take any official action or use office in a way to benefit self, family, or associated organization.
- › Use of City property for personal gain.
- › Outside employment if it conflicts with duties.
- › Represent private interests before the City.
- › 12 month ban on City appearances after leaving the City.
- › Logrolling prohibited.

#### OTHER RESTRICTIONS:

- › Limits on receipt of honoraria and expenses.
- › Limits on method of hiring city employees.
- › Limits on Political Activity.

#### DISCLOSURES:

- › Certain officials and employees must file annual disclosure statements with the City Clerk, detailing certain economic interests.
- › Disclosure of relationship when not a disqualifying one.

#### RECUSAL:

- › Where a conflict exists, employees or officials should fully recuse themselves. Take no part in discussion or action on the matter.

#### ETHICS BOARD:

- › Will provide advisory opinions upon request.
- › Hears complaints of violations.

#### ENFORCEMENT:

- › Discipline up to and including dismissal.
- › Fines of up to \$500.00.

#### RECOMMENDATIONS:

- › Seek advice when in doubt. City Attorney also provides informal opinions.
- › Be on the safe side; if it doesn't pass the smell test, don't do it.