

LOC Code of Ethics

The vision of the LOC is that all Oregonians live in thriving communities that are equitable, healthy, and safe. The LOC's mission is to be the essential and trusted partner for local, state, federal, and community leaders in developing policy and legislation to empower Oregon's cities through collaboration, advocacy, training, and sharing best practices.

To further this vision and mission, certain principles, shall govern the conduct of every member of the LOC board, who shall:

1. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public leader.
2. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
3. Serve the best interests of all community members.
4. Recognize that elected representatives are accountable to their community for the decisions they make.
5. Manage all LOC matters with fairness and impartiality.
6. Recognize that public office is a public trust and a member shall not leverage their position for personal gain or benefit.
7. Remain dedicated to ideals of honor and integrity. Insist on performance which will merit the respect and confidence of peers and public.
8. Emphasize friendly and courteous service to the LOC membership and seek to improve the quality and image of public leadership.
9. Handle each issue without discrimination on the basis of principle and justice.

Code of Ethics Violation Procedure

Section 1: LOC Code of Ethics.

The LOC Code of Ethics is a set of standards that all LOC board members will be held accountable.

Section 2. Complaints Against LOC Board Members.

The LOC shall investigate all ethics complaints against members of the LOC Board of Directors. The following policy outlines this procedure.

- A. Complaint. All complaints must be submitted in writing and directed to the LOC President and Executive Director. If the LOC President and/or Executive Director has a conflict of interest relating to the complaint, the complaint shall be directed to the LOC Vice President and General Counsel. The complaint must be accompanied by documentation that supports the allegation of a violation of the Code of Ethics. The Complainant may remain anonymous other than to those directly involved in the investigation and adjudication of the complaint.
- B. Leave of Absence. Upon receipt of a complaint, the LOC President and/or Executive Director (or the Vice President and/or General Counsel, as appropriate) may call a special meeting of the Executive Committee to consider whether the Respondent shall be placed on a leave of absence from the Board during the investigation and adjudication of the matter.
- C. Notice to Respondent. If the complaint demonstrates the member's conduct may have violated the Code of Ethics and contains appropriate documentation, a copy of the complaint will be provided to the Respondent.
- D. Response. Once the Respondent is in receipt of a complaint copy, they will have 30 days to provide a written response.

Section 3. Review and Investigation.

- A. Investigation. The LOC Executive Committee will be convened within 30 days to review the complaint and the Respondent's response. During this meeting, the Executive Committee may determine whether a violation occurred or request investigate the complaint if it is unable to determine whether or not a violation occurred. The Executive Committee may convene additional meetings to review additional documentation provided as a result of additional investigations. The Respondent shall be provided with an opportunity to address the Executive Committee during all meetings.
- B. Preliminary Determination. Once the Executive Committee deems that the investigation is complete, the Executive Committee will provide a written preliminary determination of whether or not a violation of the Code of Ethics occurred. This preliminary determination shall be forwarded to the Board of Directors. If the Executive Committee determines that a violation occurred, it will also recommend an appropriate sanction for the Board of Directors' consideration. A copy of the preliminary determination shall be provided to the Respondent.

Section 4: Determination.

LOC Board of Directors Review. Upon receipt of a preliminary determination and any recommended sanction provided by the Executive Committee, the Board of Directors will convene to review, discuss, and consider the recommendation from the Executive Committee. The Respondent shall be allowed to address the Board during this meeting.

- A. If the Board of Directors determines that a violation of the Code of Ethics more likely than not did occur, the President will provide written notice to the Respondent of this finding and notice to the Complainant indicating that the matter has been closed.
- B. If the Board of Directors determines that a violation occurred, the President will provide written notice to the Respondent of this determination. The notice will include any sanctions imposed. The Respondent will have 15 days to request in writing an appeal of this determination.

Section 5: Appeal and Final Action.

- A. Appeal of Determination. If the Respondent submits a timely appeal of the Board's initial determination, the Executive Committee will be convened within 30 days to review the appeal. The Respondent shall be allowed to address the Executive Committee during this meeting. The Executive Committee will determine and propose a final action on the complaint. The Executive Committee will forward its proposed final action to the Board of Directors. Upon receipt of the proposed final action, the Board of Directors will convene to review the proposed final action. The Respondent shall be allowed to address the Board of Directors during this meeting.
- B. Final Action. Upon review of the proposed final action and any additional information provided by the Respondent, the Board of Directors shall take the one of the following final actions:
 - a. Uphold the initial determination and proposed sanction(s);
 - b. Amend the initial proposed sanction(s); or
 - c. Overturn the initial determination.

Section 6. Sanctions.

Upon determination that a violation of the Code of Ethics occurred, the Board of Directors may impose the following sanctions:

- A. Censure. A letter to the Respondent and the Complainant indicating that the Respondent violated the Code of Ethics, that the Board of Directors disapproves of such conduct, and that, if repeated in the future, it may be cause for more serious sanctions.
- B. Removal from Board. Declare the Respondent's position on the Board as vacant pursuant to the LOC Bylaws/Constitution.