

## **CHARTER TOWNSHIP OF MUNDY**

### **ORDINANCE NO. 11-02**

AN ORDINANCE THAT SETS FORTH STANDARDS OF CONDUCT FOR THE OFFICERS AND EMPLOYEES OF THE CHARTER TOWNSHIP OF MUNDY, AND THIS WILL ALSO PROVIDE FOR REFERENCES TO CERTAIN STATE STATUTES THAT REGULATE THE CONDUCT OF OFFICERS AND EMPLOYEES OF LOCAL GOVERNMENT. THIS IS ALSO TO PROVIDE FOR THE FILING AND DISPOSITION OF COMPLAINTS AND FOR PENALTIES FOR VIOLATIONS OF THIS ORDINANCE, ALL FOR THE GENERAL HEALTH, SAFETY AND WELFARE OF THE RESIDENTS OF THE CHARTER TOWNSHIP OF MUNDY, AND TO INSURE THEIR WELLBEING.

#### **THE BOARD OF THE CHARTER TOWNSHIP OF MUNDY ORDAINS:**

#### **SECTION I**

##### **DEFINITIONS**

- A. "Employee" means a person employed by the Charter Township of Mundy, whether on a full-time or part-time basis.
- B. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, travel, lodging, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
- C. "Government contract" means a contract in which the Charter Township of Mundy acquires goods or services, or both, from another person or entity, but the term does not include a contract pursuant to which a person serves as an employee or appointed officer of the Charter Township of Mundy.
- D. "Governmental decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, or measure on which a vote by the members of a legislative or governing body of a public entity is required and by which a public entity formulates or effectuates public policy, including the awarding of a contract.
- E. "Immediate family" means a person and a person's spouse and the person's children and step-children, by blood or adoption, and another person who resides with that person.

F. "Officer or Official" means a person who holds office, by election or appointment within the Charter Township of Mundy regardless of whether the officer is compensated for service in his or her official capacity.

G. "Official action" means a decision, recommendation, approval, disapproval or other action or failure to act which involves the use of discretionary authority.

H. "Prohibited source" means any person or entity who:

1. is seeking official action (a) by an officer or, (b) by an employee, or (c) by the officer or another employee directing that employee;
2. does business or seeks to do business (a) with the officer, or (b) with an employee, or (c) with the officer or another employee directing that employee;
3. conducts activities regulated (a) by the officer, or (b) by an employee, or (c) by the officer or another employee directing that employee; or
4. has interests that may be substantially affected by the performance or nonperformance of the official duties of the officer or employee.

## **SECTION II**

### **STANDARDS OF CONDUCT**

A. Gift Ban. Except as permitted by this Ordinance, no officer or employee of the Charter Township of Mundy shall intentionally solicit or accept any gift from any prohibited source or which is otherwise prohibited by law or ordinance.

B. Exceptions. Section II – A is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee pays the fair market value.
3. Any contribution that is lawfully made under the Campaign Finance Laws of the State of Michigan.
4. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother,

half sister, and including the father, mother, grandfather, or grandmother of an individual's spouse and the individual's fiancé or fiancée, and a person residing in the same household.

5. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees.

6. Food or refreshments not exceeding \$25.00 per person in value on a single calendar day; provided that the food or refreshments are (a) consumed on the premises from which they were purchased or prepared, or (b) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

7. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

8. Intra-governmental and inter-governmental gifts. For the purpose of this Ordinance, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee of Charter Township of Mundy, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

9. Bequests, inheritances, and other transfers at death.

10. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$10.00. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

C. Disposition of gifts. An officer or employee does not violate this Ordinance if he or she promptly takes reasonable action to return a gift from a prohibited source.

D. Records of the Township.

1. Confidential Information. A public officer or employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed by the Board of Trustees of the Charter Township of Mundy or the Supervisor for its authorized release to the public.

2. Suppression of or refusal to provide public records of the Charter Township of Mundy is governed by the Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, *et seq.*, the Records Retention Schedule of the Township as approved by the State Archivist, and MCL 750.491.

E. Personal Opinion. An officer or employee shall not represent his or her personal opinion as that of the Charter Township of Mundy.

F. Public Resources. An officer or employee shall use personnel resources, property, and funds under the officer's or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

G. Personal Profit. A public officer or employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with the Charter Township of Mundy.

H. Incompatibility and Conflicts of Interest.

1. Except as otherwise provided in Const 1963, statute, or in Section 2 - 10, an officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties. The simultaneous holding of more than one public position under

certain circumstances is contrary to the requirements of the Incompatible Public Offices Act, MCL 15.181 *et seq.* However, the simultaneous holding of certain public positions is specifically authorized by the Michigan Constitution of 1963 or state statute.

Incompatible Public Offices Act, being 1978 PA 566, MCL 15.181 *et seq.*, shall also apply.

3. Local officials are specifically authorized to serve on the governing bodies of intergovernmental entities, pursuant to Michigan constitution. Const 1963, Article 7, Section 28.

I. Personal and financial interests.

1. Except as provided in Section II–B 10, an officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the officer or employee has a financial or personal interest.

2. The Conflict of Interest Act, 1968 PA 317, MCL 15.321 *et seq.* governs the solicitation by and participation in government contracts by officers and employees of the Charter Township of Mundy and preempts all local regulations of such conduct. However, the Conflict of Interest Act does not apply to contracts between the Charter Township of Mundy and its officers and employees which are based on the Township's powers to appoint officers and hire employees.

3. Section 2 of the State Ethics Act, 1973 PA 196, MCL 15.341 *et seq.* MCL 15.342, sets forth the standards listed above in this Ordinance, as found in Sections II-D through I, of this Ordinance. However, no sanctions are imposed for violation of these standards by officers and employees of local units of government. Hence, the need for this Ordinance to impose sanctions for the violation of these standards of conduct.

J. State Conflict of Interest Act, Validity of Contracts, and Voting on, Making, or Participating in Governmental Decisions.

1. This Ordinance shall not in any manner vary or change the requirements of 1968 PA 317, being sections 15.321 to 15.330 of the Michigan Compiled Laws which governs the solicitation by and participation in government contracts by officers and employees of the Charter Township of Mundy and preempts all local regulation of such conduct.

2. This Ordinance is intended as a code of ethics for the Charter Township of Mundy's officers and employees. A contract in respect to which a public officer or employee acts in violation of this Ordinance, shall not be considered to be void or voidable, unless the contract is a violation of a statute which specifically provides for the remedy.

3. Subject to subsection 4, Section II - H shall not apply and an officer shall be permitted to vote on, make, or participate in making a governmental decision if all of the following occur:

a. The requisite quorum necessary for official action on the governmental decision by the Board of Trustees for the Charter Township of Mundy to which the officer has been elected or appointed is not available because the participation of the officer in the official action would otherwise violate Sections II - H.

b. The officer is not paid for working more than 25 hours per week for the Charter Township of Mundy or is an elected or appointed official.

c. The officer or official promptly discloses any personal, contractual, financial, business, or employment interest he or she may have in the governmental decision and the disclosure is made part of the public record of the official action on the governmental decision.

4. If a governmental decision involves the awarding of a contract, Sections II - H shall not apply and a public officer shall be permitted to vote on, make, or participate in making the governmental decision if all of the following occur:

a. All of the conditions of subsection 3 are fulfilled.

b. The public officer will directly benefit from the contract in an amount less than \$250.00 or less than 5% of the public cost of the contract, whichever is less.

c. The public officer files a sworn affidavit containing the information described in subdivision b with the Board of Trustees of the Charter Township of Mundy making the governmental decision.

d. The affidavit required by subsection c is made a part of the public record of the official action on the governmental decision.

K. Political Activities of Public Employee or Public Officer.

1. Employees of local units of government running for office, political campaigning by employees, and limitations on officers and employees seeking support from other employees for those campaigning for public office and for or against ballot proposals are regulated by the Political Activities by Public Employees Act, MCL 15.401 *et seq.* Complaints may be filed with the Michigan Department of Energy, Labor and Economic Growth. MCL 15.406. Violation of the provisions of this Act by employees and appointed officers are subject to appropriate disciplinary action, up to and including termination by the appointing authority. Violations of the ordinance are also subject to the sanctions listed in Chapter Five.

2. Michigan Campaign Finance Act, MCL 169.201 *et seq.* Complaints regarding compliance with this Act may be filed with the Michigan Department of State.

3. Political Activities by Public Employees Act, 1976 PA 169, MCL 15.401 *et seq.*, shall be applicable.

4. The Michigan Campaign Finance Act, MCL 169.201 *et seq.*, shall also be applicable.

L. Anti-nepotism.

Unless the Board of Trustees of the Charter Township of Mundy shall, by a two-thirds (2/3) vote, which shall be recorded as part of its official proceedings, determine that the best interests of the Township shall be served and the individual considered by such a vote has met the qualifications for appointive office or employment, the following relatives of any elected or appointed officer are disqualified from holding any appointed office or employment during the term for which said elected or appointed officer was elected or appointed: spouse, child, parent, grandchild, grandparent, brother, sister, half-brother, half-sister, resident of the same household, or the spouse of any of them. This Section shall in no way disqualify such relatives or their spouses who are bona fide appointed officers or employees of the Charter Township of Mundy at the time of the election or appointment of said officer to elective Township office.

M. Representation Before Governmental Body.

An official or employee of the Charter Township of Mundy shall not represent any other person in any matter that the person has before any Township Board or officer, when the officer or employee appoints or otherwise supervises the board, commission, officer or employee responsible for handling the matter.

N. Transactional Disclosure.

Whenever an officer or employee is required to recuse himself or herself under Section II of this Ordinance, he or she:

1. Shall immediately refrain from participating further in the matter.

2. Shall promptly inform his or her superior, if any.

3. Shall promptly file with the Clerk of the Charter Township of Mundy a signed Affidavit of Disclosure disclosing the reason for recusal. The Clerk shall send copies of the Affidavit of Disclosure to all of the members of the governing body of the Charter Township of Mundy and the Affidavit shall be attached to the minutes of its next meeting.

4. If an elected or appointed official of a body who votes on the issue, shall request a vote of the body that is voting on the issue to abstain from the discussion and vote on that matter.

### **SECTION III**

#### **FILING AND DISPOSITION OF COMPLAINTS**

A. As deemed appropriate in its discretion, the Board of Trustees of the Charter Township of Mundy shall:

1. Upon receipt of a signed, notarized, written complaint against an officer or employee, investigate, conduct hearings and deliberations, conduct or issue referrals for disciplinary hearings and refer violations of Section II of this Ordinance or state or federal criminal statutes to the attention of the appropriate attorney with a request for the filing of the appropriate criminal prosecution or civil infraction enforcement.

2. Receive information from the public pertaining to its investigations and seek additional information and documents from officers and employees of the Charter Township of Mundy.

3. Request the attendance of witnesses and the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the Charter Township of Mundy to cooperate with the Board of Trustees of the Charter Township of Mundy during the course of its investigations. Failure or refusal to cooperate with requests by the Board of Trustees of the Charter Township of Mundy shall constitute grounds for discipline or discharge of appointed officers and employees of the Township.

B. Complaints.

1. Complaints alleging a violation of this Ordinance shall be filed with the Clerk of the Charter Township of Mundy.



2. Within 3 business days after the receipt by the Clerk of a complaint, the Clerk shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her together with a copy of the complaint. Within 3 business days after receipt by the Clerk of a complaint, the Clerk shall send by certified mail, return receipt requested, a notice of confirmation of receipt of the complaint together with a copy of the complaint to the complainant. The notices sent to the respondent and the complainant shall also advise them of the date, time, and place of the Board of Trustees hearing to determine the sufficiency of the complaint and to establish whether probable cause exists that the respondent named in the complaint violated Section II of this Ordinance. The Clerk shall also concurrently send copies of the foregoing complaint and notices to the members of the Board of Trustees of the Charter Township of Mundy.

3. The Board of Trustees of the Charter Township of Mundy shall conduct a hearing to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of Section II of this Ordinance, to determine whether there is a reasonable basis to believe that the respondent has violated Section II of this Ordinance based on the evidence presented by the complainant and any additional evidence provided to the Board of Trustees of the Charter Township of Mundy at the hearing pursuant to its investigatory powers. The complainant and respondent may be represented by counsel at the hearing. Within a reasonable period of time after the completion of the hearing which may be conducted in one or more sessions at the discretion of the Board of Trustees of the Charter Township of Mundy, the Board of Trustees shall issue notice to the complainant and the respondent of the Board of Trustees' ruling on the sufficiency of the complaint and, if necessary, as to whether they find that there is a reasonable basis to believe that the respondent has violated Section II of this Ordinance.

4. If the complaint is deemed sufficient to allege a violation of Section II of this Ordinance and the Board of Trustees finds that there is a reasonable basis to believe that the respondent has violated Section II of this Ordinance, then the Clerk shall notify in writing the attorney designated by the Township Board and shall transmit to the attorney the complaint and all additional documents in the custody of the Board of Trustees concerning the alleged violation, with the Board of Trustees' request for the filing of appropriate criminal or civil proceedings. The Clerk shall also provide these documents to the respondent's appointing authority within the Township with the Board of Trustees' request for the commencement of appropriate disciplinary action consistent with any applicable collective bargaining agreement, civil service commission rules or employment regulations of the Charter Township of Mundy.

5. Sections 2b - 2e of the State Ethics Act, MCL 15.341 *et seq.*, set forth protections for officers and employees who act as whistleblowers regarding the conduct of the Charter Township of Mundy officers and employees. Additional whistleblower protections are set forth in the Whistleblowers' Protection Act, 1980 PA 469, MCL 15.361 *et seq.*

6. Any person who files a complaint alleging a violation of this Ordinance knowing that material information provided therein is not true or that information provided therein was made in reckless disregard for the truth may be subject to a fine of up to \$500 as well as the reasonable costs incurred by the Charter Township of Mundy in investigating the complaint and the reasonable costs incurred by the Respondent in responding to the complaint.

7. A complaint must be filed with the Clerk within sixty (60) days of the date the offense is alleged to have occurred.

## **SECTION IV**

### **PENALTIES**

A. Sanctions shall not be construed to diminish or impair the rights of an officer or employee under any collective bargaining agreement, nor the Charter Township of Mundy's obligation to comply with such collective bargaining agreements.

B. State statutes cited in this Ordinance contain criminal penalties and civil remedies that apply, as provided in those statutes, to the conduct regulated by those statutes.

C. In addition to any other penalty, whether criminal or civil, an employee or officer who intentionally violates this Ordinance may be subject to disciplinary action including censure, reprimand, removal, dismissal or discharge. The actual penalty is dependent upon the limitations as imposed by law or by contract and shall be imposed a majority of the Board, excluding the subject of the claimed violation.

**SECTION V**

SEVERABILITY

Each and every article, section and subsection, of this Ordinance, and each provision of each article, section and subsection, is declared to be separable and severable, and a judicial determination that any article, section, subsection or provision of this Ordinance is invalid or unenforceable, shall not affect the validity or enforceability of any other article, section, subsection or provision.

**SECTION VIII**

EFFECTIVE DATE

This Ordinance and the provisions contained herein shall become effective upon thirty (30) days, after passage and publication hereof.

We the undersigned Supervisor and Clerk of the Charter Township of Mundy, Genesee County, Michigan, do hereby certify that the above Ordinance was passed by the Charter Township of Mundy Board on the 26<sup>th</sup> day of September, A.D., 2011.

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DAVID L. GUIGEAR, Supervisor

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TONYA KETZLER, Clerk