

Rives Township Jackson County, Michigan

RESOLUTION NUMBER: 2025- 04

RESOLUTION TO AUTHORIZE ETHICS POLICY

DATE PROPOSED: FEBRUARY 6, 2025

DATE ADOPTED:

## **ETHICS POLICY**

### **3.1 Code of Ethical Conduct**

The Township Board recognizes that to carry out its mission of service to the community, the Township Board, officials, employees, and volunteers must earn the full confidence of the Rives Township community. The residents and taxpayers expect, and are entitled to, a local government that conducts its affairs in a fair, ethical, transparent, and accountable manner. To accomplish these ends, the Township Board expects compliance with the following Code of Ethical Conduct:

1. In conducting their official duties, township officials and employees must observe both the spirit and intent of all applicable laws, township ordinances, and township policies and procedures.
2. Township officials must act in a fair, impartial manner.
3. Actions of officials and employees must be consistent with the township's best interests, rather than for personal gain.
4. The township must practice transparency in its affairs, unless there is a legal necessity for confidentiality.
5. Civility and respect will be demonstrated in all governance processes and in the delivering township programs and services.

decision-making authority.

### **3.5 Reporting Improper Actions**

Suspected improper actions shall be reported to the appropriate authority. Township employees shall report suspected improper behavior to a member of the Township Board.

### **3.6 Reporting Improper Actions of Elected and Appointed Officials**

Members of the Township Board must intervene when actions of elected and appointed officials are brought to their attention and appear to be in violation of the Code of Ethical Conduct. A board official who is made aware of the alleged violation must report the complaint to the Rives Township Board. The Rives Township Superior, Clerk or Treasurer will investigate the allegation and must provide a report of their findings to the involved elected or appointed official. The report must be presented to the Township Board at a public meeting. The Township Board will accept testimony on the matter and determine whether a violation of the code has occurred.

### **3.7 Conduct in Compliance with Laws**

Township officials, employees and volunteers must comply with the applicable provisions of state law related to conflicts of interest and state laws regulating the conduct of public officials, employees and volunteers and policies of the Township relating to such conduct.

### **3.8 Uniformity of Enforcement**

Township ordinances, policies, procedures, rules, and regulations must be uniformly applied and enforced, unless consideration of extenuating circumstances, unintended consequences or undue hardship is explicitly authorized in the applicable ordinance, policy, procedure, rule, or regulation.

### **3.9 Actions Not for Personal Gain**

The Township Board, appointees, boards and commissions, employees, and volunteers must act in the best interest of the township, rather than for personal gain.

### **3.10 Actions on Behalf of Third Parties**

As stewards of the public interest, members of the Township Board, appointees, members of

members must reside within Rives Township. A Township Board member who intends to move permanently outside the Township must resign from Township Board office by submitting a letter of resignation to the Township Board, indicating the effective date of his or her resignation (the last day he or she will hold township office). Such date must be prior to the date when the Township Board member permanently moves out of the Township.

### **3.15 Truthfulness**

All information provided by township officials, appointees, boards and commissions, employees and volunteers shall be truthful and complete. The Township Board, appointees, boards and commissions, employees, and volunteers must not knowingly make false or misleading statements, or use false or misleading information as the basis for making a decision.

### **3.16 Confidential Information**

Township officials, appointees, boards and commissions, employees and volunteers, must respect the confidentiality of information concerning the property, personnel, or affairs of the township. They must neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests. If confidential information is intentionally or grossly negligently released by an employee, contractor, subcontractor, or volunteer, such individual shall be subject to disciplinary action, which may include dismissal from Township employment.

### **3.17 Information Acquired**

Information acquired as a result of a Township official, appointee, board and commission member, employee, or volunteer's public position shall not be used for personal advantage.

### **3.18 Community Decisions**

Community service is the prevailing role and responsibility of Township officials and staff involved in deciding matters of public policy and conducting township operations. All decisions must consider the greater good of the entire community. The needs and concerns of the public, township officials, and staff must be monitored and considered in deliberations and decisions.

### **3.23 Avoiding Undue Influence on Other Township Boards and Commissions**

Township Board members may not use their position to influence the deliberations, outcomes, recommendations, or decisions of other boards, commission, or committees. This shall not prevent ex officio members from participating in deliberations or decisions of their respective boards, commissions, or committees.

### **3.24 Participation in Decision-Making**

Township Board members and appointees must perform their duties in accordance with the processes and rules of order established by their respective board or commission while governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Township Board. Township officials and appointees should work collaboratively on their respective boards, commissions, and committees to make Township policy decisions. Participants to policy decisions must listen carefully to other participants and ask questions to gain greater understanding of the positions, views, and opinions of others.

### **3.25 Meeting Inclusion**

As permitted by law, agreement, or contract, departments, boards, and commissions shall include relevant staff in meetings that may impact their respective department, board, or commission.

### **3.26 Public Input**

The public shall be afforded an opportunity to speak and provide input at public meetings, as defined in the Open Meetings Act, MCL 15.261 et al., as stated in this policy and in compliance with the Open Meetings Act.

### **3.27 Public Involvement**

Expanded opportunities for public involvement in developing and evaluating township programs and services should be actively considered by all boards, commissions, and committees.

### **3.33 Promises**

Township officials, appointees, employees, and volunteers will not make promises that one would reasonably consider as unrealistic or insincere.

### **3.34 Commitments**

Township officials, appointees, employees, and volunteers shall honor their commitments and promises. In furtherance of this mandate, Township officials, appointees, employees, and volunteers shall keep other relevant parties informed, and shall respond promptly to requests for information.

### **3.35 Credit**

Township officials, appointees, employees, and volunteers will give proper credit to those who contribute to the township's successes and accomplishments.

### **3.36 Discussions**

Township officials, appointees, employees, and volunteers' discussions must focus on the merits of positions, and must not include attacks on the motives, character, or personality of others. Public officials, appointees, employees, and volunteers to which this Policy applies shall refrain from utilizing "fighting words," threats, or engaging in behaviors that would shock the conscience when executing their public duties. The professional and personal conduct of township officials, appointees, employees and volunteers must be above reproach and avoid the appearance of impropriety. While recognizing First Amendment rights, all should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Township Board, other Township Boards, commissions and committees, employees, volunteers, or residents.

The foregoing resolution offered by Supervisor Jerald Adams and supported by Hammond.

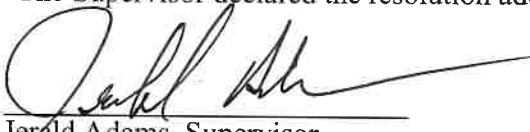
Roll Call: Jerald Adams Aye ; Joseph Super Aye ; Carol Schulz Aye ;

Bryce Hammond Aye ; Brandon Adams Aye .

Nay: 0

Absent: 0

The Supervisor declared the resolution adopted.

  
Jerald Adams, Supervisor

2-6-25  
Date

2025- 4 Resolution to Authorize Ethics Policy

I, Joseph Super, the duly elected and acting Clerk of Rives Township, hereby certify that the foregoing resolution was adopted by the Township Board of Rives Township, as presented at a regular meeting of said Board held on February 6, 2025 at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

  
Joseph Super, Clerk

2 13 25  
Date