

**TITLE 2
ADMINISTRATION**

**CHAPTER 11
CODE OF ETHICAL CONDUCT**

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2-11-1. POLICY STATEMENT.

- A. It is the policy of the township that, in all cases, its elected and appointed officials and employees perform their duties for the benefit of the citizens of the township. They shall conduct the government of the township with integrity and impartiality, without allowing prejudice, favoritism, or the opportunity for personal gain to influence their decisions or actions or to interfere with serving the public interest.

- B. The purpose of this chapter is to establish ethical standards of conduct for all officials and employees by setting forth those acts or actions that are incompatible with the best interests of the citizens of the township and by directing disclosure by all officials and employees of private financial or other interests in matters which may affect the township. (2015 Code)

2-11-2. APPLICABILITY.

All of the provisions of this chapter, except as otherwise indicated, apply to all elected township officials, all employees, all members of boards and commissions, and all department heads. The provisions of this code apply to all above named officials and employees whether paid or unpaid. (Code 2015)

2-11-3. RESPONSIBILITIES OF PUBLIC OFFICE.

- A. Elected officials, appointed officials, and employees of the township are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Illinois and to carry out impartially the laws of the nation, state, and of the township and thus foster trust in all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.
- B. All officials and employees shall perform their duties with impartiality and without prejudice or bias for the benefit of all citizens of the township. No official or employee shall grant or make available to any citizen any consideration, treatment, advantage, or favor beyond that which is available to every other citizen. (2015 Code)

2-11-4. CONFLICT OF INTEREST.

- A. No official or employee shall engage in any business or transaction or shall have a financial or other personal interest, either direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public interest or which may tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.
- B. No official or employee shall engage in employment other than by the township that will cause a conflict with or impair the proper discharge of official duties. (2015 Code)

2-11-5. TOWNSHIP OWNED PROPERTY.

- A. No official or employee shall request or permit the unauthorized use of township owned vehicles, equipment, materials, or property for personal convenience or profit or political purposes.
- B. This section does not prohibit an official or employee from requesting, permitting, or using township owned property, vehicles, equipment, or materials when such services

are available to the general public or are provided as a matter of stated township policy for the use of officials or employees in the conduct of official business. (2015 Code)

2-11-6. CONFIDENTIAL INFORMATION.

No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the village. Officials and employees are prohibited from using such confidential information to advance the financial or other private interests of him/herself or others. (2015 Code)

2-11-7. DISCLOSURE AND ABSTENTION.

Any official or employee who has an interest in any proposed contract, work, business or land use application with the village shall publicly disclose the nature and extent of such interest and shall not deliberate or vote on the matter in his/her official capacity on the proposed contract, work or business. (2015 Code)

2-11-8. EMPLOYMENT AND CONTRACTS.

- A. Except for the Road and Bridge department and the General Assistance Department, no official or employee shall hire any employee or contract with another person or business for labor or materials, without the authorized approval of the township board at a duly called township board meeting, or as otherwise authorized by law.
- B. This section does not prohibit an official or employee from contracting with a business with the approval of the Township Supervisor, in a situation deemed to be an emergency by the Township Supervisor, when it is impractical to delay such action and such delay may cause financial harm to the township or threaten the public health or safety. (2015 Code)

2-11-9. REPRESENTATION BEFORE TOWNSHIP BODIES OR COURTS.

- A. No official or employee who is an attorney licensed to practice law in the state of Illinois shall represent any private interests in any action or proceeding against the interests of the township in any litigation to which the township is a party. No official or employee shall accept a retainer or compensation that is contingent upon a specific action by a township body.
- B. This section does not prohibit an official or employee from appearing, without receiving additional compensation, on behalf of constituents in the course of his/her duties as a representative of the electorate or in the performance of public or civic obligations. Also, an official or employee may appear on behalf of him/herself, his/her spouse, or minor children before any township body or circuit court. (2015 Code)

2-11-10. POST-TOWNSHIP EMPLOYMENT RESTRICTIONS.

- A. Former officials and employees are barred from representing any private entity before the township, for two (2) years after leaving township employment, regarding any matter he/she participated in as a township official or employee.
- B. All officials and employees are prohibited from negotiating future employment with any person or entity who has a matter pending before the official or employee or the body of which the official or employee is a member. (2015 Code)