



LEADERSHIP RESPONSIBILITIES AND CODE OF CONDUCT OF THE ELBERT COUNTY BOARD OF COUNTY COMMISSIONERS

I. COMMISSIONERS' LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

A. LEADERSHIP ROLE

1. The Board of County Commissioners (BOCC) will govern lawfully, using good faith efforts to follow the goals expressed in the Elbert County Mission Statement. The BOCC's role is to provide strategic leadership, a clear vision for the future of the County, and efficient and proactive government.
2. The BOCC will operate fully aware of its fiduciary responsibilities, trusteeship and stewardship obligations to its constituents.
3. The BOCC expects of its commissioners ethical and business-like conduct.
4. The BOCC will cultivate a sense of group responsibility and team effort. The BOCC will strive to lead by example, and for excellence in governing.
5. The BOCC, as trustee for, and working with, the citizens and taxpayers of Elbert County, will be the primary initiator of policy. The BOCC will also be receptive to policy initiatives from others, including citizens and taxpayers, other elected officials, and staff.
6. The BOCC will be accountable to the citizens and taxpayers of Elbert County for competent, conscientious and effective accomplishment of its obligations as a body.
7. A Commissioner who votes in the minority is free to express his/her dissent but must respect the legitimacy of the majority decision.
8. The BOCC may use the expertise of individual members to enhance the Board's understanding of issues, but will not substitute such expertise for the judgment of the BOCC.
9. The BOCC will direct, control and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives.



B. BOCC CHAIR RESPONSIBILITIES

1. The Chair of the BOCC shall be titled "Chair." The Chair of the BOCC ensures the integrity of the BOCC process and normally serves as the BOCC official spokesperson on matters for which the BOCC has taken an official position.

2. The Chair has the following authority and duties:

(a) To lead the BOCC so that the BOCC performance is consistent with its own rules and policies and those legally imposed on it from outside the organization.

(b) To ensure that BOCC meeting deliberations include only issues pertaining to BOCC job performance and responsibilities.

(c) To encourage deliberations which are fair, open and thorough, but also efficient, timely, orderly, and to the point.

(d) To preside at Board meetings with all of the commonly accepted power of that position, such as ruling and recognizing, and following the agenda as approved by majority vote.

(e) To sign all contracts and documents authorized by the BOCC.

3. The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the area delegated to her or him. The Chair may delegate this authority but remains accountable for its use.

4. In the absence or inability of the Chair, the Vice-Chair shall have and perform all of the powers and duties of the Chair.

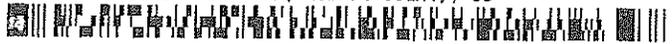
5. The BOCC will attend to Consent Agenda items as expeditiously as possible. Potential, extensive policy revisions under consideration will be scheduled during a BOCC Work Session.

C. MEETINGS, PREPARATION, AND USE OF TECHNOLOGY

1. Attendance - Because contemplation, deliberation, and decision-making require collaboration and participation, BOCC members are expected to attend BOCC meetings.

2. Preparation and Participation – Each Commissioner will prepare for BOCC and committee meetings, will participate productively in discussions, and is expected to achieve and maintain proficiency in Board governance.

3. Commissioners will keep reasonably up-to-date on changes and trends by attending conferences and by reading professional newsletters, journals, and other sources of information.



4. Commissioners will respect and support the legitimacy and authority of all BOCC decisions, regardless of any Commissioner's personal position on the matter.

5. Commissioners will make good faith and reasonable efforts to be computer literate, and to use current information technology to accomplish their job responsibilities.

II. COMMISSIONERS' CODE OF CONDUCT

A. FIDUCIARY AND ETHICAL STANDARDS

1. The BOCC commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as the BOCC. The BOCC acknowledges it has a fiduciary responsibility and ethical responsibilities to the public trust.

2. Each Commissioner must have loyalty to the entire organization (Elbert County as a political body), unconflicted by loyalties to staff, other organizations, including interest or advocacy groups, citizens of a Commissioner District, membership on other BOCC Boards, Committees, and Commissions, and any personal interest as a consumer.

3. Each Commissioner must avoid breaching his/her fiduciary duty and the public trust.

4. No Commissioner shall engage in a substantial financial transaction for his/her private business purposes with a person the Commissioner inspects or supervises in the course of official BOCC duties.

5. No Commissioner shall perform an official act that directly and substantially benefits a business or other undertaking in which (s)he either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

6. A Commissioner who has a personal or private interest in any matter proposed or pending before the County shall disclose such interest to the BOCC, and to the public when and if appropriate, and shall not vote thereon and shall refrain from attempting to influence in any manner the decisions of the other members of the BOCC.

7. Each commissioner will meet with the County Attorney as needed to discuss potential conflicts of interest. If a determination is made that a potential conflict of interest exists, or the appearance of a conflict of interest may exist, disclosure shall be made in accordance with state law and Board policy.

8. A Commissioner should not within six months of terminating his/her office obtain employment from Elbert County Government.



9. No Commissioner should perform an official act that directly and substantially affects a business or other undertaking to its economic detriment when (s)he has a substantial financial interest in a competing firm or undertaking.

B. ORGANIZATIONAL AUTHORITY

1. Commissioners shall not attempt to exercise individual authority over the organization. Commissioners shall follow all financial accountability requirements, such as providing receipts and documenting all business expenditures prior to reimbursement.

2. A Commissioner's interaction with the County Manager, the County Attorney, or with staff must recognize the lack of authority vested in individuals except when explicitly BOCC authorized. The County Manager and the County Attorney are accountable only to the BOCC as an organization, and not to individual Commissioners.

3. A Commissioner's interaction with the public, press or other entities must recognize the same limitation and the inability of any Commissioner to officially speak for the BOCC except to repeat explicitly stated BOCC decisions.

4. Concerns related to employee performance that are brought to the attention of the BOCC shall be conveyed to the County Manager.

C. CONFIDENTIALITY REQUIREMENTS

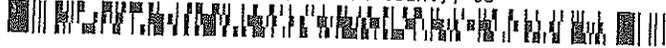
1. Commissioners will adhere to the confidentiality of issues, whether in writing or verbally, as prescribed by law:

(a) Any documents that are prohibited from disclosure under the Colorado Open Records Act, Criminal Justice Records Act or other statutory authority shall not be publicly disclosed.

(b) Any information, shared with the BOCC in a properly called executive session, shall be presumed to be confidential, and **shall not be publicly disclosed**. Public disclosure means disclosure to **any third parties** who are not present in the executive session, including but not limited to spouses, significant others, friends, confidants or relatives.

(c) Any information for which disclosure is an issue that suggests a likely privacy interest of one or more individuals, or is otherwise contrary to public policy, shall not be disclosed.

(d) Any documents previously determined to be confidential and not subject to public disclosure pursuant to State law, may be reconsidered for disclosure upon the affirmative support of the BOCC. Questions regarding legal parameters for disclosure shall be relayed to the County Attorney prior to any disclosure.



D. DISCIPLINE PROCEDURE

1. The BOCC will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, adherence to BOCC standards of conduct, and ensuring the continual development of governance capability.
2. In the event of a Commissioner's suspected violation of policy, the BOCC will seek to resolve the matter expeditiously. If a Commissioner suspects a violation of Board policy by another Commissioner, he or she shall bring the matter to the attention of the individual and the BOCC.

The Board of County Commissioners reserves the right to alter, amend, add to or revoke all or part of this LEADERSHIP RESPONSIBILITIES AND CODE OF CONDUCT OF THE BOARD OF COUNTY COMMISSIONERS at any time.

ADOPTED BY MOTION ON THE 10TH DAY OF SEPT., 2014.



KURT SCHLEGEL, CHAIRMAN AYE

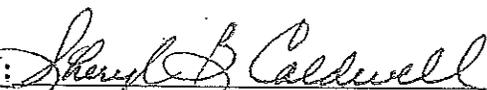


ROBERT ROWLAND, VICE-CHAIRMAN AYE



LARRY ROSS, COMMISSIONER AYE

ATTEST: DALLAS SCHROEDER
COUNTY CLERK

BY: 

DEPUTY, CLERK TO THE BOARD

