

## Plan Commission Code of Conduct

Appointed members of the City/Village/Town/County of \_\_\_\_\_ Plan Commission agree to abide by the following Code of Conduct.

As a member I will:

1. Represent the Plan Commission with dignity and pride by conducting myself in a business-like manner and respecting the rights and opinions of the public and other members of the Plan Commission.
2. Read, respect, and enforce the rules, policies, and guidelines established by the Plan Commission and the City Council/ Village Board/Town Board/County Board.
3. Read and become familiar with local plans, ordinances, and other documents which relate to Plan Commission functions.
4. Continue to gain knowledge and understanding of planning issues which affect the community through self-study, inquiries and appropriate training.
5. Attend meetings of the Plan Commission on a regular basis and provide prior notification of any necessary absences.
6. Read meeting material packets ahead of time and come prepared to participate in meetings.
7. Participate in Plan Commission deliberation at meetings and hearings and refrain from making decisions until adequate information has been provided.
8. Give full consideration to all aspects of a project and make decisions based upon the best interests of the entire community.
9. Represent the official position of the Plan Commission when authorized to speak on behalf of the Commission.
10. Treat fellow officials, staff and the public with courtesy, even when we disagree. Insulting, profane or excessively argumentative language or conduct will not be tolerated.
11. Refrain from situations which might appear to compromise my independent judgment (including but not limited to situations involving ex parte communication, conflicts of interest, voting on the same issue twice by virtue of serving on two different bodies, participating in a decision for which I previously served as an advocate, and accepting gifts).
12. Read and abide by the State of Wisconsin *Code of Ethics for Local Government Officials* (Wis. Stat. s. 19.59) and the American Planning Association *Ethical Principles in Planning* (available at: [www.planning.org/ethics/ethicalprinciples.htm](http://www.planning.org/ethics/ethicalprinciples.htm)).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Adapted from *Sample Planning Commission and Zoning Board of Appeals Code of Conduct*. Kurt H. Schindler. 2008. Michigan State University Extension Land Use Series #8. and *Planning Commissioner's Handbook*, "Public Service Values for Commissioners." League of California Cities. 2004.