



CODE OF ETHICS AND CONDUCT
FOR
ELECTED AND APPOINTED OFFICIAL

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POLICY PURPOSE

The Sunnyvale Town Council has adopted this Code of Ethics and Conduct for Elected and Appointed Officials in an effort to provide guidelines for which members of the Town's Council, Boards and Commissions to assure public confidence in the integrity of local government through effective and fair operation.

A. GLOSSARY OF TERMS

Confidential information - any information to which an EAO is privy to through official capacity, which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public Information Act; (ii) any information protected by attorney client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.

Elected and Appointed Officials (EAO) – Members of the Town Council, Town Committees and Town Manager

Gift- anything of value, regardless of form, offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions, which are regulated by federal, state, and/or local laws or ordinance.

Relative - any person related to an officer within the second degree by Consanguinity or affinity. This relationship includes the spouse, parents, children, stepchildren, father and mother-in-law, or son and daughter-in-law, grandparents, grandchildren, sisters and brothers of the EAO.

Substantial financial interest - means (i) the ownership of ten (10) percent or more of the voting stock or shares of a business entity; (ii) the ownership of ten (10) percent or more, or fifteen thousand dollars (\$15,000.00) or more of the fair market value of a business entity; or (iii) funds received from the business entity exceed ten (10) percent of the person's gross income for the previous year, and action on the matter involving the business entity will have a special economic effect on the business entity that is distinguishable from the effect on the public. It is expressly provided herein that an investment or ownership in a publicly held company, in an amount less than fifteen thousand dollars (\$15,000.00) does not constitute a substantial interest. Substantial interest in real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of two thousand five hundred dollars (\$2,500.00) or more; and it is reasonably foreseeable that an action on a matter involving the real property will have a special economic effect on the value of the real property distinguishable from its effect on the public. (Ownership includes any partnership, joint or corporate ownership or any equitable or beneficial interest as a beneficiary of a trust.) A Member is considered to have a substantial interest under this Ethics Policy if a person related to the Member in the second degree of consanguinity or affinity has a substantial interest under this Code of Ethics and Conduct for Elected and Appointed Officials.

B. ETHICS

The citizens and businesses of Sunnyvale are entitled to have a fair, ethical and accountable local government that has earned the public's full confidence for integrity.

To this end, the Sunnyvale Town Council has adopted this Code of Ethics and Conduct for Elected and Appointed Officials ("Code of Ethics and Conduct") for all EAOs to assure public confidence in the integrity of local government and its effective and fair operation.

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, Elected and Appointed Officials (EAO) will work for the common good of the people of Sunnyvale and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Sunnyvale Town Council, boards and commissions.
2. **Comply with both the spirit and the letter of the Law and Town Policy.** Members of the Town Council and the Town's boards and commissions shall comply with the laws of the nation, the State of Texas and the Town of Sunnyvale in the performance of their public duties. These laws include, but are not limited to: the United States and Texas Constitutions; State laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, offenses against public administration (Chapter 36 of the Texas Penal Code) and open processes of government; and Town Charter, ordinances and policies.
3. **Conduct of Elected and Appointed Officials ("EAO").** EAO shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff, or public.
4. **Respect for Process.** EAO shall perform their duties in accordance with the processes and rules of order established by the Town Council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Town Council by Town staff.
5. **Conduct of Public Meetings.** EAO shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; attempting to monopolize the discussion at public meetings; or otherwise interfering with the orderly conduct of meetings.
6. **Decisions Based on Merit.** EAO shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. **Communication.** EAO shall publicly disclose substantive information that is relevant to a matter under consideration by the Town Council or boards and commissions, which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest.** No EAO or officer of the Town or a relative thereof shall:
 - a. Have a financial interest in any contract, job, work, or service of or to the Town, or the sale to the Town of any supplies, equipment, material, or real or personal property.

- b. Participate in a vote or decision on any matter in which the officer has a substantial personal or financial interest.
 - c. Act or serve as surety for the performance of any person doing business with the Town or as surety for any Town officer or employee required to make a surety bond.
 - d. Accept any gift from any person that might reasonably tend to influence such EAO or officer in the discharge of such person's official duties. The prohibition against gifts shall not apply to:
 - i. A lawful campaign contribution;
 - ii. An honorarium in consideration for services unless the officer would not have been asked to provide the services but for the officer's position;
 - iii. Meals, lodging, transportation in connection with services rendered by the EAO at a conference, seminar or similar event that the EAO is providing services or is more than merely perfunctory
 - iv. Complimentary copies of trade publications and other related materials;
 - v. Attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;
 - vi. Any gift or occasional item with value less than fifty dollars (\$50.00);
 - vii. Tee shirts, caps and other similar promotional material;
 - viii. Gifts on account of kinship, personal, professional, or business relationship independent of the officer's status; and,
 - ix. Complimentary attendance at political or charitable fund-raising events.
9. **Confidential Information.** EAO shall respect the confidentiality of information concerning the property, personnel, or affairs of the Town. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, political or other private interests. This includes matters discussed in executive sessions or obtained through official capacity which are not public knowledge.
10. **Use of Public Resources.** EAO shall not use public resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal, political purposes. EAOs desiring use of such Town resources for public meetings shall first obtain permission from a majority of the Council at a duly called, posted Council meeting
11. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the Town, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies, nor voluntarily participate on behalf of others in any litigation to which the Town is, or might be, an adverse party.

12. **Advocacy.** EAO shall represent the official policies or positions of the Town Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, EAO shall explicitly state they do not represent their body or the Town of Sunnyvale, nor will they allow the inference that they do.
13. **Policy Role of EAO.** EAO shall respect and adhere to the council-manager structure of Sunnyvale Town government as outlined by the Sunnyvale Town Charter. In this structure, the Town Council determines the policies of the Town with the advice, information and analysis provided by the public, boards and commissions, and Town staff. Except as provided by the Town Charter, EAO shall not interfere with the administrative functions of the Town or the professional duties of Town staff; nor shall they impair the ability of staff to implement Council policy decisions.
14. **Independence of boards and commissions.** Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.
15. EAO shall not intervene in Civil Service or Municipal Court matters.
16. EAO shall not direct Town staff to take actions that are not in keeping with advice and guidance from the Town Attorney's Office.
17. EAOs shall adhere to the same Town purchasing policy as utilized by Town staff.
18. **Positive Work Place Environment.** EAO shall support the maintenance of a positive and constructive work place environment for Town employees and for citizens and businesses dealing with the Town. EAO shall recognize their special role in dealings with Town employees so in no way do they create the perception of inappropriate direction to staff.

C. CONDUCT

The Town Charter provides detailed information on the roles and responsibilities of members of the Sunnyvale Town Council, the Mayor Pro Tem, and the Mayor. The Town's Code of Ethics and Conduct provides guidance on ethical issues and questions of right and wrong.

This Code of Ethics and Conduct is designed to describe the manner in which EAOs should treat one another, Town staff, citizens, and others they come into contact with in representing the Town of Sunnyvale.

The constant and consistent theme through all of the conduct guidelines is "respect." EAOs experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide EAOs to do the right thing in even the most difficult situations.

COUNCILMEMBER ROLES AND RESPONSIBILITIES

Please refer to the [Town Charter](#)

GENERAL POLICIES AND PROTOCOL

Ceremonial Events

Invitations addressed to Councilmembers shall be shared with the Town Secretary's Office in order to assure posting for compliance with the Texas Open Meetings Act, if applicable.

Travel Expenses

All Council travel in which the Councilmember expects to officially represent the Town and be reimbursed by the Town for travel costs, should be disclosed to the Mayor, Town Council, and Town Manager in advance. The travel budget for Council shall be reviewed at each annual budget cycle.

Rules of Order for Meetings

Unless and until the Council shall adopt a set of Rules and Procedures for the conduct of meetings by ordinance or resolution, the presiding officer shall determine the most reasonable and orderly way to conduct meetings subject to review and approval, on proper motion, by a majority of the Council in attendance at the meeting,

Non-agenda Items (Public Forum)

Public Forum may not be used as a forum to make personal attacks against individual citizens, Town employees or Councilmembers. Such remarks will result in the speaker being asked to step back from the podium and a forfeiture of the remaining time to speak.

Public hearings

EAO will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by EAO are not appropriate until after the close of the public hearing. EAO should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Appeal Protocol

EAO CONDUCT WITH ONE ANOTHER

EAO are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. All have chosen to serve in public office to preserve and protect the interests of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

EAO Meeting Agenda Items for Public Hearings

IN PUBLIC MEETINGS

Use formal titles

EAO should refer to one another formally during public meetings, such as Mayor, Mayor Pro Tem, Chair, Commissioner or Councilmember followed by the individual's last name.

Practice civility and decorum in discussions and debate

Difficult questions, challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, EAO to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Honor the role of the Chair in maintaining order

It is the responsibility of the Chair to keep the comments of EAO on track during public meetings. EAO should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other EAO

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The Chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches

EAO have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

IN PRIVATE ENCOUNTERS

Continue respectful behavior in private

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Be aware of the insecurity of written notes, voicemail messages, and E-mail

Technology allows words written or said without much forethought to be distributed wide and far. Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

Even private conversations can have a public presence

Elected and appointed officials are always on display - their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eaves-dropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted and may be subject to the Open Meetings Act.

CONDUCT WITH TOWN STAFF

Governance of a Town relies on the cooperative efforts of elected officials, who set policy; appointed officials who advise the elected, and Town staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

EAO questions/inquiries to Town staff

1. Town Manager as the ability to assign members of Town Staff to support the Towns Commissions, Boards and Town Council. The EAOs will utilize this designated Town Staff member for all communications, requests, meetings and inquiries related to the duties of the EAOs position. EAOs cannot contact Town Staff directly, EAOs can only contact the Town Manager and designated Town Staff Member support person assigned to the commission, board or council for matters related to the respective EAO role.
2. Any requests outside the duties of the EAOs position must be submitted through standard public communications forums available.
- 3.
4. Routine Requests for Information and Inquiries. EAO may contact staff directly for information made readily available to the general public on a regular basis (e.g., "What are the library's hours of operation?" or "How does one reserve a tee time at the golf course?"). Under these circumstances staff shall treat the EAO no differently than they would the general public, and the EAO shall not use their elected or appointed status to secure preferential treatment. The Town Manager does not need to be advised of such contacts.
5. Non-Routine Requests for Readily Available Information. EAO may also contact staff directly for easily retrievable information not routinely requested by the general public so long as it does not require staff to discuss the issue or express an opinion (e.g., "How many traffic lights are there in the Town?" or "Under what circumstances does the Town lower its flags to half-mast?").

Do not disrupt Town staff from their jobs

EAO's should not disrupt Town staff while they are in meetings, on the phone, or otherwise engaged in performing their job functions to have their individual needs met. Do not attend Town staff meetings unless requested by staff - even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Never publicly criticize an individual employee

EAO's should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.

Do not get involved in administrative functions

EAO's must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, the payment of claims against the Town or granting of Town licenses and permits.

Check with Town staff on correspondence before taking action

Before sending correspondence, EAOs should check with the Town Manager to see if an official Town response has already been sent or is in progress. Board and commission members shall not send correspondence except as authorized by the Town Council.

Limit requests for staff support

Routine secretarial support will be provided to all EAOs. The Town Secretary (or designee) opens mail addressed to Mayor and forwards information as appropriate. The Town Secretary also opens mail for other EAOs, unless a EAOs requests other arrangements.

Do not solicit political support from staff

EAO's shall not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private citizens with constitutional rights, support political candidates, but all such activities must be done away from the workplace. The use of the Town's email system for political purposes or communications is not allowed.

CONDUCT WITH THE PUBLIC

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual EAO toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

Be welcoming to speakers and treat them with care and gentleness

Be fair and equitable in allocating public hearing time to individual speakers

Give the appearance of active listening.

It is disconcerting to speakers to have EAO not look at them when they are speaking. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom. EAO's shall refrain from texting or other cellular phone functions during public hearings.

Ask for clarification, but avoid debate and argument with the public.

No personal attacks of any kind, under any circumstance.

EAO should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

Follow parliamentary procedure in conducting public meetings.

his or.

IN UNOFFICIAL SETTINGS

Make no promises on behalf of the Council, board/commission or Town.

EAO will frequently be asked to explain a Council or board/commission action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Council or board/commission action, or to promise Town staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

Make no personal comments about other EAO.

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other EAO, and their opinions and actions.

Remember that Sunnyvale is a small town at heart.

EAO are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the Town of Sunnyvale. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by EAO, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

COUNCIL CONDUCT WITH OTHER PUBLIC AGENCIES

Be clear about representing the Town or personal interests.

EAO When representing another organization whose position is different from the Town, the EAO should withdraw from voting on the issue if it significantly impacts or is detrimental to the Town's interest. EAOs should be clear about which organizations they represent and inform the Mayor, the Town Council, and the Town Manager of their involvement.

Be equally clear in correspondence about representation.

COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

The Town has established several boards and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the Town Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

If attending a board or commission meeting, be careful of personal opinions.

Limit contact with board and commission members to questions of clarification.

It is inappropriate for a Councilmember to contact a board or commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact board or commission members in order to clarify a position taken by the board or commission.

Remember that boards and commissions serve the community, not individual Councilmembers.

The Town Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Council; but board and commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten board and commission members with removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

Be respectful of diverse opinions.

A primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on boards and commissions but must be fair and respectful of all citizens serving on boards and commissions.

Keep political support away from public forums.

Board and commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support board and commission members who are running for office but not in an official forum in their capacity as a Councilmember.

CONDUCT WITH THE MEDIA

EAOs

The Mayor is the official spokesperson for the Town on Town positions.

The Mayor is the designated representative of the Council to present and speak on the official Town position. If an individual EAO is contacted by the media, the EAO should be clear about whether their comments represent the official Town position or a personal viewpoint. **Choose words carefully and cautiously.**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

C. SANCTIONS

Public Disruption.

Inappropriate Staff Behavior.

EAO's shall refer any Town staff member or volunteer who does not follow proper conduct or protocol in their dealings with EAO, other Town staff, or the public, to the Town Manager. These employees may be disciplined in accordance with standard Town procedures for such action. (Please refer to the section on Council Conduct with Town Staff for more details on interaction with Staff.)

Councilmembers Behavior and Conduct.

Board and Commission Members Behavior and Conduct.

Counseling and verbal reprimands may be administered by board and commission chairs (or their designee) to board and commission members failing to comply with Town policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Verbal or written reprimands may be administered by the Mayor or Mayor Pro Tem at the direction of the Council. Copies of all written reprimands administered by the Mayor or Mayor Pro Tem shall be distributed in memo format to the respective board or commission member, the board or commission chairperson, the Town Secretary, the Town Manager, and the Town Council. Written reprimands administered by the Mayor or Mayor Pro Tem shall not be publicized except as required under the Public Information Act.

The Town Council may impose sanctions on any EAO whose conduct does not comply with the Town's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Town Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Information Act.

When deemed warranted, the Council may call for an investigation of an EAO's conduct. Should the Town Manager or Town Attorney believe an investigation is warranted, they shall confer with the Council. The Council shall ask for an investigation of the allegation and a report of the findings.

The results of any investigation conducted by the Town Manager or Town Attorney shall be reported to the full Council in a closed session. It may be reported in a verbal or written report. Any written report to Council addressing the investigation of board and commission members shall be routed through the Town Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Information Act. The affected EAO may request that the complaint be considered in a public meeting. The EAO shall be provided a copy of the complaint in writing. At such meeting, the Town Attorney or Town Manager shall present a report to the Town Council describing in detail the nature of the complaint and the Town Attorney findings and conclusions as to a possible violation of this Code of Ethics and Conduct for Elected and Appointed Officials. The affected EAO shall have the right to a full and complete hearing before the Town Council with the opportunity to call witnesses and present evidence in such person's behalf. The non-implicated Town Councilmembers in attendance shall conduct a hearing and review the complaint. The Town Council may reject the complaint or take action

It shall be the Council' s responsibility to determine the next appropriate action. Any such action taken by Council (with the exception of "take no further action") shall be conducted at a noticed meeting. These actions include, but are not limited to discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

A violation of this Code of Ethics and Conduct for Elected and Appointed Officials, alone, shall not constitute a basis for challenging the validity of a Council, board or commission decision.

D. IMPLEMENTATION

As an expression of the standards of conduct for EAO expected by the Town, the Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when EAO are thoroughly familiar with it and embrace its provisions. For this reason,

- It is mandatory that newly elected or appointed officials to acknowledge the receipt of this document prior to being sworn in., and that they have read it and will adhere to it.
- Acknowledgement of the Code of Ethics and Conduct will be required annually for all EAOs
- All Town Boards and Commissions will dedicate an annual meeting agenda item to the review of the Code of Ethics and Conduct for Elected and Appointed Officials, in an effort to address questions.

Failure to comply with the items outlined above could result in disciplinary action outlined in [Section C.](#)

E. ETHICS RESOURCES

TOWN OF SUNNYVALE

[*Town of Sunnyvale Personnel Policy*](#)

[*Town of Sunnyvale Purchasing Policy*](#)

TEXAS LOCAL GOVERNMENT CODE

[*Ch.171 Conflict of Interest*](#)

[*Ch. 176 Financial Disclosure in Contracts*](#)

TEXAS STATE GOVERNMENT CODE

[*Ch. 551 - Open Meetings Act*](#)

[*Ch. 552 - Public Information Act*](#)

[*Ch. 553 - Disclosure of Ownership in Property*](#)

[*Ch. 573 - Nepotism*](#)

TEXAS ELECTION CODE

[*Ch. 253 - Campaign Finance*](#)

TEXAS PENAL CODE

CH. 36 - BRIBERY AND CORRUPT INFLUENCE

[*§ 36.02. Bribery*](#)

[*§ 36.03. Coercion of Public Servant or Voter*](#)

[*§ 36.04. Improper Influence*](#)

[*§ 36.05. Tampering with Witness*](#)

[*§ 36.06. Obstruction or Retaliation*](#)

[*§ 36.07. Acceptance of Honorarium*](#)

[*§ 36.08. Gift to Public Servant by Person Subject to His Jurisdiction*](#)

[*§ 36.09. Offering Gift to Public Servant*](#)

[*§36.10 Non-Applicable*](#)

CH. 37 – PERJURY AND OTHER FALSIFICATION

[*§ 37.10 - Tampering with a Governmental Record*](#)

CH. 39 – ABUSE OF OFFICE

[§ 39.02. Abuse of Official Capacity](#)

[§ 39.03. Official Oppression](#)

[§ 39.04. Violations of the Civil Rights of Person in Custody; Improper Sexual Activity With Person in Custody](#)

[§ 39.05. Failure to Report Death of Prisoner](#)

[§ 39.06. Misuse of Official Information](#)

CODE OF ETHICS ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Town of Sunnyvale's most recent Code of Ethics for Elected and Appointed Officials. I further acknowledge that I have read and understand all my obligations, duties, and responsibilities under each provision of this Code of Ethics.

Printed Name:

Signature:

Date:
