

Ethical Standards

These have been placed within the Operating Procedures

Section 3 Ethical Standards

3.1 Commitment to Non-Discriminatory Practices

The NPPC, in conducting its responsibilities, will not discriminate against any person or persons by reason of race, color, sex, gender, age, creed, national origin, ancestry, sexual orientation, marital status, military or veteran status, genetic information, medical condition, or physical or mental disability.

3.2 Records Retention

The NPPC will maintain its official records, including its rosters, annual reports, meeting agendas, and meeting minutes, for a minimum of five years (either on its website, in electronic files, or in hard copies) from the date each record is created, and will make all official records available to the City and to any member of the public upon request.

3.3 Collaboration with City Staff

NPPC voting members will collaborate with the City on an ongoing basis and as requested by the City to increase its voting members' understanding of the role and responsibilities of the NPPC.

3.4 Violations of City Requests for Input

The NPPC acknowledges that a consistent failure to respond to the City's request for input on the preparation of, adoption of, implementation of, or amendment to the General Plan or a community, precise, or specific plans may result in revocation of recognition. Consistent failure to provide input on private development applications or public infrastructure projects may result in revocation of recognition. Further, that such a determination resulting in the forfeiture of rights to represent its community for these purposes will be made by the Council upon the recommendation of the Mayor or his/her Designee.

3.5 Voting Member Training

The NPPC will require all NPPC voting members to complete the formal education program in- person or on-line offered by the City.

The NPPC will require voting members to complete the training each year within 60 days of being initially elected or appointed to the NPPC, and by no later than June 1st of each succeeding year for as long as the voting member is serving or re-elected.

Evidence of completion of annual training shall be part of the NPPC's official records. Failure of voting members to complete the specified training each year will make the member ineligible to serve.

3.6 Participation during meetings

It is the duty of a planning group as a whole, and of each individual member, to refrain from conduct that is detrimental to the planning group or its purposes under Council Policy 600-24. NPPC Board Members should use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.

No member, either NPPC Board Member or meeting attendees, shall be permitted to disturb the public meeting so as to disrupt the public process as set forth on the planning group's agenda. All NPPC Board Members will Refrain from personal attacks, harassment, or threats with colleagues, staff, or residents.

If during NPPC meetings, there is a disruption, the NPPC Chair is allowed to warn the disrupter about their behavior and the need for the meeting to continue. A second warning of inappropriate behavior and the NPPC Chair can call for a brief recess. After the meeting starts again, if the disruptive behavior continues then the NPPC Chair can table the issue and move to the next issue. If the disruptive behavior continues the Chair can choose to reschedule meeting for a later time.

3.7 Conflicts of Interest

NPPC voting members with a potential conflict of interest should recuse from participation in a meeting or to make recommendation if they have a direct economic interest related to an issue. A direct economic interest includes, but is not limited to, investments in or positions with a business entity, interest in real property, source of income, source of gifts, and personal finances.

If the NPPC Member has a Conflict of Interest, they must disclose the interest and abstain from discussion of the issue. The NPPC Member must take a short break from the meeting and not be present during the discussion. The NPPC Member absence must be documented and will count as part of the quorum for that item.

3.8 Exceptions to Conflicts of Interest

Exceptions to conflicts of interest may be granted by a CPG board to other CPG voting members who can show that the decision will not have an effect on their economic interest.

3.9 Abstentions for Potential Conflicts of Interest

NPPC voting members may voluntarily choose to abstain from voting when that member has legitimate, non-economic, personal interests in the outcome that would, at minimum, give the appearance of impropriety, cast doubt on that member's ability to make a fair decision, or a where that voting member lacks sufficient information upon which to cast a vote. The NPPC's record of the vote on the item will reflect an abstaining voting member in the vote and they are still counted in a community planning group quorum for that item, regardless of the point in time they declare their abstention.

3.10 Conflicts of Interest Disciplinary Actions

NPPC voting members found to have a conflict of interest who did not recuse from a vote may be subject to disciplinary action by the officers of the NPPC, which may include expulsion from the board. The NPPC will report in writing instances of disciplinary action to the City within 60 days of any allegation.

3.11 Political Actions

Neither the NPPC nor voting members in their capacity as such may use their title from or position on a NPPC for political endorsements of individuals. The NPPC may, however, upon majority vote, take a position on pending legislation that is within the NPPC's purview.

3.10 Donations

Neither the NPPC nor its voting members should accept donations on behalf of any individual running for office.

3.11 Equal Time for Candidates or Ballot Measures

The NPPC will endeavor to grant equal time for candidates or ballot measures if docketed on the NPPC agenda. Equal time does not apply to individuals speaking during non-agenda public comment.

3.14 Gifts

The NPPC Members shall decline gifts directly or indirectly from owners, residents, contractors, or suppliers.