



CITY OF KYLE

An Equal Opportunity Employer
POSITION DESCRIPTION

#TeamKyle Core Values: *Knowledge, Yes-Attitude, Leading Edge and Employee Accountability*

Position: ***Ethics Commission***

GENERAL STATEMENT:

The City of Kyle's Ethics Commission is charged with insuring that the public has confidence in the integrity, independence, and impartiality of those who act on their behalf in the City's government. Ethics Commission members use the city's Ethics Ordinance as the standard for making decisions regarding complaints involving ethics issues.

The City's Code of Ethics was adopted for the purpose of promoting confidence in the government of the City of Kyle and thereby enhancing the city's ability to function effectively. The code establishes standards of conduct, disclosure requirements, and enforcement mechanisms relating to city officers and employees and others whose actions inevitably affect public faith in city government, such as former city officers and employees, candidates for public office, and persons doing business with the city. By prohibiting conduct incompatible with the city's best interests and minimizing the risk of any appearance of impropriety, this code of ethics furthers the legitimate interests of the City.

ROLES AND RESPONSIBILITIES:

The Ethics Commission handles complaints filed against employees, council members, and other persons related to any alleged violations of the City's Charter, its Ethics Code, or Chapter 171 of the Texas Local Government Code.

Other powers of the Ethics Commission include:

- To establish, amend, and rescind rules and procedures governing its own internal organization and operations.
- To meet as often as necessary to fulfill its responsibilities; to render decisions on complaints or issue advisory opinions.
- To request from the City Manager through the City Council the appointment or allocation of such staff as are necessary to carry out its duties.
- To review, index, maintain on file, and dispose of sworn complaints.

- to make notifications, extend deadlines, and conduct investigations both on complaint and as a result of an issue raised out of said complaint.
- To render, index, and maintain on file advisory opinions.
- To provide assistance to the Ethics Compliance Officer of the city in the training and education of city officers and employees with respect to their ethical responsibilities.
- To prepare report, as needed, to recommend to the Mayor and City Council needed changes in ethical standards or procedures.
- To take such other action as is necessary to perform its duties under Part G (Ethics Commission) of the Ethics Code.

Must exemplify the Team Kyle Core Roles as a Volunteer by:

- **Knowledge** – Knowledgeable in all aspects of job and City operations; maintains high quality of work; follows health and safety guidelines.
- **Yes-Attitude** – Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.
- **Leading Edge** – Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative
- **Employee Accountability** -Actively seeks and gives performance feedback in order to determine developmental opportunities; uses feedback as an opportunity for continuous improvement.

COMMISSION TERMS:

The Ethics Commission shall consist of seven (7) members and each member of the council shall appoint one member of the commission, subject to the approval by a majority vote of the council. The members of the commission are supervised by and may be removed by the city council pursuant to Section 12.01 of the Kyle City Charter. Commission members shall be appointed to three-year terms to serve concurrently with the corresponding Council Member's term. Upon a Council Member vacating his/her seat, the corresponding appointment immediately expires. No member shall serve for more than two three-year terms.

BOARD MEMBER QUALIFICATIONS:

An individual shall not be eligible for appointment to a board or commission unless the individual meets the following qualifications on the day prior to the date of appointment: (1) be at least 18 years of age; (2) be a citizen of the United States; (3) have been a resident of the State of Texas for at least 6 consecutive months; (4) and not be delinquent on any indebtedness to the city. An appointee may not be a city employee. Specific residency requirements to serve on each board and commission must be contained in the board or commission bylaws and shall be approved by the city council. If any appointee ceases to possess any of these qualifications, such position to which the appointee was appointed shall, upon such fact being determined by the council, immediately become vacant.

Members of the Commission shall have good moral character and shall be residents of the city. No member of the Commission shall be:

- (1) a salaried city officer or employee;

- (2) an elected public official*;
- (3) a candidate for elected city office; or
- (4) an officer of a political party; or
- (5) a member of a governing body of a taxing entity.

**Any elected official who currently serves on the Ethics Commission will be allowed to complete his or her term but will not be eligible for reappointment.*

ATTENDANCE:

Unexcused Absences - If a member of a board is absent for three regular consecutive meetings, the regular member office will be considered vacant unless the member is sick or has first obtained a leave of absence from the majority of the Commission members present at a regular meeting. The Commission shall decide whether the member qualifies for three consecutive unexcused absences.