

**CITY OF ST. JOSEPH ZONING BOARD OF APPEALS  
CODE OF CONDUCT and OATH OF OFFICE**

As an appointed member of the City of St. Joseph Zoning Board of Appeals I agree to abide by this Code of Conduct.

As a member I will:

1. Conduct myself in a businesslike and professional manner, respecting the rights and opinions of other members and of the public.
2. Abstain from and refuse to tolerate abusive, insulting, profane or excessively argumentative language or conduct, physical or verbal abuse of any kind.
3. Accept the responsibility to promote and support the Board's work as an important part of an effective planning and zoning program.
4. Regularly attend Board meetings and provide prior notice of necessary absences.
5. Read the zoning ordinance, other ordinances, rules of procedure, bylaws, and other pertinent documents which pertain to Board business and continue to gain knowledge and understanding through self-study, inquiries and training.
6. Attend training programs on planning and zoning in order to stay current on issues of concern for my community and in planning and zoning law.
7. Respect, adhere to, and help enforce the rules, policies, and guidelines established by the Board.
8. Read meeting packet materials ahead of time and otherwise be prepared for the meetings.
9. Refrain from deciding cases before the meeting discussion.
10. Participate in the Board's deliberation at the meetings when appropriate.
11. Not engage in criminal activities, and other activities including but not limited to situations of conflict of interest, incompatible office, *ex parte* contact, vote on the same issue twice by virtue of serving on two different bodies, or accept gifts as a form of influencing a vote.
12. After the Board has voted on an issue, represent the adopted majority position of the Board and refrain from advocating a contrary position.

**All appointees must comply with this Code of Conduct.**

**OATH OF OFFICE:**

I, \_\_\_\_\_ solemnly swear that I will support the City of St. Joseph Zoning Board of Appeals Code of Conduct, the Constitution of the United States and the Constitution of the State of Michigan, and that I will discharge the duties of the office of a member of the Zoning Board of Appeals in and for the City of St. Joseph to the best of my ability.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_