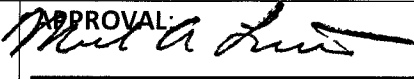


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**CITY OF SHELTON**  
**SHELTON CODE OF ETHICS**

**Sec. 2-351. Definitions.**

As used in this article, the following terms shall have the following meanings:

*Confidentiality shall mean personal matters and financial matters which, if disclosed, would be of detrimental interest to the City and a violation of the trust placed in that person.*

*Employees shall include all employees of the City and all government bodies created under the provisions of the Charter.*

*Interest shall include private financial benefits and interest other than financial, arising from blood or marriage relationships or close business or political association.*

*Officials shall include elected and appointed officials and officers, whether paid or unpaid, and members of all governmental bodies created under the provisions of the Charter and all other City ordinances.*

*Participating shall include rendering advice or recommendation, investigating, approving, disapproving, or otherwise influencing a decision or action.*

Cross-reference—Definitions and rules of constriction generally 1-2.

**Sec. 2-352. Declaration of Policy.**

A code of ethics for all City officers, employees, and officials is hereby established, whether elected, appointed, paid, or unpaid. The purpose of this article is to develop suitable ethical standards for all such officers, employees, and officials by prohibiting acts or actions incompatible with the discharge of their public duties and the best interests of the City and by directing disclosure of private financial interest or personal interest in matters affecting the City by such officers, employees, and officials. Any violations of this article may constitute a case for suspension, removal from office or employment, or other disciplinary action, particularly in section 2-356. (Ord. No. 304, 1-2, 9-12-77)

**Sec.2-353. Conflict of Interest Prohibited.**

- (a) No officer, employee, or official shall engage in or participate in any business or transaction or shall have an interest, direct or indirect, which is incompatible with the proper discharge of his official duties in the public interest or would tend to impair his judgment or action in the performance of his official duties.

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- (b) No officer, employee, or official shall solicit or accept any gift, whether in the form of a service, thing, or promise, from any person who, to his knowledge, is interested in business in business dealings with the city.
- (c) No officer, employee, or official shall appear, for personal gain, on behalf of private interests before any board, agency, or committee of the City, nor shall he, for personal gain, represent private interests in any action or proceeding against the interest of the City in any litigation to which the City is a party.
- (d) Nothing in this section shall prohibit the officer, employee, or official from appearing on any board or commission on his behalf. Without proper authorization, no officer, employee, or official shall disclose confidential information concerning City affairs, nor shall he use such information to advise the financial or private interests of himself or others.

**Sec.2-354. Conflict of Interest Nondiscrimination**

- (a) No officer, employee, or official shall discriminate against or favor any individual or cause based solely upon race, color, creed, sex, or age.
- (b) No officer, employee, or official shall request or permit the use of City-owned vehicles, equipment, facilities, materials, or property for personal convenience or profit, except when such is available to the public generally or is provided as a municipal policy for the use of such officer, employee or official in the interest of the City.
- (c) No officer, employee, or official shall grant any special consideration, treatment, favor, or advantage to any person beyond that which is generally available to residents or taxpayers of the City. (Or. No. 304, 1-4, 9-12-77)

**Sec. 2-355. Written Disclosure of Interest**

No officer, employee, or official having any financial or private interest as designated in section 2-353(a) shall file written disclosures of interest with the City/Town Clerk and the Board of Ethics as soon as he becomes aware of such interest. Such written disclosure shall detail the nature and extent of such interest. (Or. No. 304, 1-4, 9-12-77)

**Sec.2-356 Board of Ethics**

- (a) A Board of Ethics is hereby created, which shall be charged with administering the article.

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- (b) The Board of Ethics shall be composed of three (3) resident electors, and at no time shall more than one (1) member be of the same political party. The Mayor shall appoint all members to this board. Of the three (3) members initially appointed, one (1) shall be appointed for a term of three (3) years, one (1) for a term of two (2) years, and one (1) for a term of one (1) year. Thereafter, upon expiration of the initial term of any board member, or in the event a vacancy exists on the board, the Mayor shall appoint a member to fill the vacancy. Each member shall serve until his successor has been appointed.
  
- (c) The Board of Ethics shall promulgate and adopt reasonable rules and regulations to administer its proceedings. The rules and regulations so promulgated and all amendments to them shall be made available at the office of the City/Town Clerk to any elector of the City.
  
- (d) The Board of Ethics shall receive complaints of any violation of this article. It shall, upon such complaint, investigate the same or obtain investigative services from the Police Department and may hold private hearings thereon if, in the opinion of the majority of the Board of Ethics, the complaint warrants a hearing. Any complaint received by the Board of Ethics must be in writing and signed by the individual making said complaint. This Board of Ethics will issue a written reply to all such complaints. Upon receiving such a complaint, the Board of Ethics shall privately notify the person against whom the complaint has been filed, advising the concerned party of the specific nature of the complaint made and being investigated by the Board of Ethics. Upon receipt of the notice from the Board of Ethics, the party so notified that a complaint has been filed against him shall have a right to demand a public or private hearing by the Board of Ethics. If the Board of Ethics decides that a hearing is required of the person whose conduct is called into question demands a hearing, the hearing shall afford the person whose conduct is being called into question the right to cross-examine anyone testifying against him or meet or answer any complaint of his conduct, and to present evidence on his behalf. No hearing, however, may be conducted with less than two (2) members of the Board of Ethics in attendance.
  
- (e) If the Board of Ethics shall receive complaints against any officer, employee, or official of the City, the investigation and disposition of which has been delegated to other boards or commissions created by the Charter, then in that event, the Board of Ethics shall forward the complaint received to the appropriate board or commission. The board or commission to which such complaints are forwarded shall thereafter notify the Board of Ethics of the disposition made of such complaint, and the Board of Ethics shall review the disposition.

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- (f) The Board of Ethics shall report to the Board of Aldermen its findings on whether or not a violation of this article has occurred, together with recommendations on the disposition to be made. The Board of Aldermen shall thereupon take such action as it deems appropriate or by the provisions of the Charter.
- (g) The Board of Ethics may, upon request of any officer, employee, official, or resident of the City or upon its own initiation, render written advisory opinions concerning any matters relating to the Code of Ethics.
- (h) All opinions and recommendations of the Board of Ethics, whether advisory or the result of a complaint, shall be kept on file with the Board of Ethics. (Ord. No. 304, 1-6, 9-12-77)

**Charter Reference**—Board of Ethics, 54  
**Cross Reference**—Boards, Commissions, and Committees, 2-41 et seq.  
**State law reference**—Authority of the city to establish a board of ethics, G.S. 7-148h.

**Sec. 2-357. Amendments.**  
 This article may be amended only by ordinance in conformity with the provisions of the Charter.  
 (Ord. No. 304, 1-8, 9-12-77)

**Sec. 2-358. Conflicts.**  
 Should any provision of this article conflict with any provisions of federal law or state general statutes, then the requirements of the federal law or the state general statutes shall prevail.

**Sec. 2-359-2-370.Reversed.**