

EXHIBIT:
Sample Document for the March 2018 Board Meeting Agenda.
Recommendation to Draft a Code of Ethics

City of San José
Sunshine Reform Task Force

Code of Ethics and Conduct

As members of the Sunshine Reform Task Force we have the obligation and responsibility to ensure that all work done on behalf of the task force is fair and ethical and complies with both the letter and spirit of the law.

To encourage public confidence in our work and recommendations, we agree to the following:

- All Task Force members will work for the common good of the City of San Jose and its residents, not for any private, personal, or partisan/ political interest.
- All Task Force members will treat all persons in a fair, equitable, and courteous manner. We will listen attentively to all public discussions and maintain the highest standards of public conduct in our interactions with each other, with speakers, and with staff.
- All Task Force members will study the background materials and we shall inform ourselves of the facts and options before voting, and vote according to the merits and substance of the issues.
- All Task Force members will honor the public trust and keep confidential any materials deemed confidential by legal counsel.
- All Task Force members will disclose any conflict of interest and will abstain from voting in case of such conflict.
- All Task Force members will refrain from accepting gifts or favors or promises of future benefits which might compromise or impair independent judgement regarding issues addressed by the task force.
- All Task Force members will conduct the public's business in an open and transparent manner.
- All Task Force members will refrain from using their task force titles for identification in support of any political candidate or cause.

San Jose District 6 Neighborhood Leaders' Group Code of Ethics and Conduct

- Members will work for the common good of all neighborhoods in District 6;
- Members will treat each other in a fair, equitable and courteous manner;
- Members will listen attentively to the discussion and maintain the highest standard of public conduct in our interactions with each other and our invited speakers;
- Members will inform themselves to the best of their ability on the facts and all options before voting on issues put before the group;
- Members will honor the trust of all members by keeping confidential any materials, documents or perspectives deemed confidential;
- Members agree to disclose any conflict of interest and will abstain from voting on matters that could be unduly influenced by such conflict; and
- Members will not use their elected or appointed roles with the District 6 Neighborhood Leaders' Group in support of - or opposition to - a political candidate or cause.

**EXHIBIT:
Sample Document for the March 2018 Board Meeting Agenda.
Recommendation to Draft a Code of Ethics**

EXHIBIT:
Sample Document for the March 2018 Board Meeting Agenda.
Recommendation to Draft a Code of Ethics

Community Meeting Code of Conduct

The Santa Clara Valley Transportation Authority is committed to providing information and opportunities to encourage stakeholders to follow development activity in their communities and to actively engage with VTA staff in all stages of the project development process. The intent of this community meeting today is to inform property owners, residents, and other interested parties about the proposed development, answer questions, and receive public comments. Staff will take notes on the discussion, respect all input and opinions, and respond to questions to the best of their ability.

If you wish to speak, please refer to the following guidelines:

- Questions and comments will be taken during the Breakout Sessions.
- Please raise your hand to speak. Speakers will be called upon by staff.
- Depending on the number of speakers, each person will be called upon to speak only once. If time allows, a speaker may be allowed to speak more than once.
- Persons in the audience will refrain from behavior which disrupts the public meeting or which may intimidate others who wish to voice their opinions. This will include making loud noises, clapping, shouting, booing, hissing, or engaging in any other activity in a manner that disturbs, disrupts, or impedes the orderly conduct of the meeting.
- Persons in the audience will refrain from creating, provoking, or participating in any type of disturbance involving unwelcome physical contact.
- Harassment of meeting participants including VTA staff, development team, contractors and consultants will not be tolerated in any form. If participants engage in harassing behavior, VTA staff will end the meeting.

Thank you for your participation this evening!