



Town of Lovettsville
Standards of Conduct and Ethics for Town Government
Adopted February 23, 2023

Purpose:

Having been vested with fiduciary obligations and public trust to execute the business of the Town of Lovettsville (“Town”), it is of utmost importance that the Lovettsville Town Government act with the utmost ethical and transparent behavior. In order to uphold trust in government and provide assurance for constituents that the Lovettsville Town Government is committed to transparent and fair dealings, as well as comity, the following Standards of Conduct and Ethics for Town Government (“Standards”) are hereby adopted.

Scope:

These rules govern the expectations and ethical obligations of members of the Lovettsville Town Government, defined as the Town Council, appointed members of committee, commissions, and boards Vice Mayor, and Mayor. Members of town staff are governed separately by the Employee Policies and Procedures Manual. These Standards are intended to guide the behavior of the Lovettsville Town Government and set the expectations for executing their oath of office in a way that reflects the dignity of the Town of Lovettsville and sets a standard for the ideals set forth for public representatives as passed down from the US Constitution, Virginia Constitution, and Town Charter.

1. Execution of Duties

- a. No member of the Lovettsville Town Government shall be authorized or otherwise eligible to take part in substantive motions, decisions, or the allocation of town resources without having completed all requisite obligations to assuming office. Such requisite obligations include (i) filing all necessary campaign paperwork, including but not limited to financial disclosures and campaign reports, with the Commonwealth of Virginia; (ii) having completed their swearing in by the Clerk of Loudoun County; and (iii) completion of any required training prior to assuming duties.
- b. All members of the Lovettsville Town Government shall execute their oath of office within their fiduciary obligations as a good faith actor on behalf of the Town of Lovettsville.
- c. Members of the Lovettsville Town Government shall, in observation of their obligation to steward Town resources, ensure that all financial resources and decisions shall be used solely for the furtherance of Town business purposes.
- d. As an essential aspect of the obligations conferred upon Town Council representatives, all elected officials shall avoid dereliction of duty and shall commit to the regular and routine attendance of Town Council meetings and any applicable committee assignments.



- d. Members of the Lovettsville Town Government shall not leverage, utilize, or otherwise act upon confidential or non-public information received in the execution of their duties to further their personal gain.
 - i. Personal gain is defined as an individual, familial, or business pecuniary or proprietary interest.

3. Dignity of the Office

- a. At all times, the Members of the Lovettsville Town Government, in the discharge of their public duties, shall adhere to decorum and behavior reflecting the ideals of the Town and the spirit of comity.
 - i. Members of the Lovettsville Town Government should abstain from behavior which would call into question or otherwise tarnish the reputation of the Town via baseless derogatory behavior towards the Town, its citizens, and its seal.
 - ii. All members of the Lovettsville Town Government shall engage with and approach all issues brought before them on the merits and conduct all negotiations and debates in good faith.
- b. The Lovettsville Town Government, as a legal entity within Loudoun County, Virginia, remains committed to an open and inclusive Town which confers no unfair or improper advantage to any individual on account of race, sex, religion, ethnicity, sexual orientation, gender identity.