

**MONTANA MUNICIPAL CLERKS, TREASURERS AND FINANCE OFFICERS ASSOCIATION  
CODE OF PROFESSIONAL ETHICS**

*Affirming my belief in and commitment to honest, open and efficient government, I,*

*do hereby subscribe to the following code of professional ethics which shall guide my conduct in public office.*

**RESPONSIBILITIES TO THE PUBLIC:**

*To serve the public with respect, courtesy and honesty recognizing that public service is a privilege accorded to few citizens;*

*To protect all public property and assets from improper or unlawful use or abuse;*

*To respect the citizen's right to know, observe and examine the deliberations, decisions and documents of government as set forth in law and in the Constitution;*

*To respect the individual citizen's right to privacy and to refrain from violating that right through gossip or improper communication concerning any individual citizen's dealings with government;*

*To deal with every citizen fairly and impartially without regard to personal relationships or partisan preference and to refuse inducement or consideration of any kind to perform or not to perform my lawful duties.*

**RESPONSIBILITIES TO MY GOVERNMENT:**

*To uphold my local government, its elected officials and its lawful ordinances;*

*To accord the elected officials of my government the respect due an elected representative of the people;*

*To keep my supervisor informed of the affairs of my office to the degree necessary to assure full public accountability and service continuity;*

*To report immediately to my supervisor, the mayor or council, or other appropriate authority, the actions of any elected or appointed official or employee of my government which I reasonably believe to be unlawful or injurious to the public health, safety or welfare;*

*To maintain and protect my records, accounts, ledgers and all other official documents in accordance with the law and the policies of my government and in such good order that continuity of service will be assured in my absence;*

*To carry out and enforce the lawful operating policies of my government and ensure that my subordinates do the same;*

*To maintain and enhance my professional competence through self-study and formal training opportunities.*

**RESPONSIBILITIES TO MY CO-WORKERS:**

*To accord all co-workers and subordinates the same respect and courtesy that I would expect from them and to promote productive and harmonious relations between all departments of my government;*

*To recognize and respect collective bargaining agreements negotiated between municipal employees and management;*

*To refrain from, and to encourage my co-workers to refrain from, any form of discrimination or harassment of any municipal employee because of race, ethnic background, religious beliefs or gender;*

*To respect the personal confidence of my co-workers, excepting only matters involving professional ethical standards, violations of the law, or the health, safety and welfare of the public.*

**RESPONSIBILITIES TO MY PROFESSION:**

*To support the goals, bylaws, ethical standards and officials of the International Institute of Municipal Clerks and the Montana Municipal Clerks, Treasurers and Finance Officers Association;*

*To participate in, and encourage my professional colleagues to participate in, the certification and continuing professional education programs of the Association;*

*To advocate the highest standards of competence and professional conduct of all who serve in municipal government.*

*As a condition of membership in the Montana Municipal Clerks, Treasurers and Finance Officers Association and as a prerequisite for professional certification as a Municipal Clerk, I hereby affirm that I will conduct the affairs of my office in accordance with the foregoing ethical standards.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date