



Minnesota Association of County Administrators

Professional Conduct Guidelines

These are guidelines developed to define acceptable behavior by members, promote high standards, and a measurement for members to use for self-evaluation and reflection. It establishes a framework for professional behavior and responsibility, as well as occupational identity. These guidelines are intended to set a higher standard than the minimum legal requirements established in Minnesota statutes.

Public Service

- Members shall promote public involvement in the democratic process, strive to improve access to government services, and defend their institution's reputation and integrity. They shall uphold federal, state, and local laws and regulations.
- Members shall advise their board to the best of their ability, seeking additional expertise when needed and providing their board with context, potential outcomes, and all the pertinent information available on matters in front of them. Minn. Stat. 375A.06
- Members shall create an environment that promotes public service excellence. This includes assisting their board with effective governance; encouraging transparency and community engagement; facilitating the Board and staff in developing long-term strategic goals; managing public funds in an effective and prudent manner; developing personnel and organizational culture, promoting collaboration, seeking best practices, and measuring for results.
- Members shall accept responsibility for their actions and decisions. They are charged with the execution of the board's decisions and should recognize that board members are accountable to their constituents.
- Members shall prioritize the public interest when acting in their official capacity.

Conflict of Interest

- Members shall disclose to their board any of the member's potential or actual conflicts of interest on subjects arising during the course of their duties, and members should not advise their board on matters where such a conflict of interest may exist. Members shall not accept or solicit gifts that could undermine public confidence in their integrity as a government official. Minn. Stat. 471.895
- Members shall not share confidential information that could unfairly advance their or others' interests or reveal personal information about individuals associated with their county.
- Prior to making commitments, members shall weigh the possible consequences of participation in political activities or service on non-elected governing bodies. Members shall avoid involvement in activities or organizations that may undermine public confidence or conflict with the interests of the county.

Personnel Matters

- Members are expected to approach and treat all personnel matters directly, with fairness and neutrality. Members shall avoid relationships and behaviors that compromise or appear to compromise their reputation or integrity.
- As leaders, members greatly influence the culture of their organization. Members shall strive to set a professional tone, exhibiting respect for current and past elected officials and staff, and the decisions they made.
- Members shall respect, and when able, provide professional support to fellow members. If contacted for advice or for consultation by board members or staff of another member's county, members are expected to inform their colleague of that contact and its subject.
- Members shall seek opportunities to grow professionally and cultivate leadership and management skills.