

Attachment A

Rules of Order and Conflict of Interest Prohibitions
Oversight Integrity Council ("OIC") of the City of Jonesboro, AR

VERSION 3, August 8, 2019

1. Meetings:

The meetings of the OIC are considered "public" under state law, therefore, the procedures of meeting notices, meeting recordings, allowing public comment, and other such requirements will be followed.

Regular meeting dates should be established at the prior meeting, or within three days afterwards.

Notification of a special meeting shall be given at least 24 hours prior to the meeting. Such notification shall be made by personal service to each member or by telephone specifying time and place of the meeting.

2. Quorum and Voting:

A majority of the total members of the OIC present in person shall be necessary to constitute a quorum to do business. Up to three OIC members may participate in the meeting via telephone or video, but would not be considered in attendance for the purposes of a quorum. An OIC member may not provide a substitute for either a quorum or voting. The Chairperson shall have a vote to establish a quorum of the OIC at any regular meeting. In order for the OIC to make an official recommendation to the City Council, a majority of the OIC must agree on that recommendation.

3. Public Comments:

Members of the audience will be offered an opportunity to speak on all questions before the OIC, limited to five minutes per person unless waived by a majority the OIC. Individuals shall provide his or her name and address immediately after being recognized by the Chair. Repetitive comments should be avoided; this applies to comments made previously either to the OIC. All remarks shall be addressed to the OIC as a whole and not to any particular member of the OIC. All members of the public are requested to accord the utmost courtesy to members of the OIC, to other members of the public appearing before the OIC, and to City staff, and are asked to refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

4. Chairperson, Vice-Chair, and Secretary:

The OIC shall elect a Chairperson at its initial meeting who shall preside at its meetings, a Vice-Chair to preside upon the absence of the Chair, and a Secretary to record the minutes. Such elections shall occur on each anniversary date of the OIC's first meeting. The Chair shall have a vote when his or her vote is needed to pass any motion.

5. Public Trust:

No OIC member with a direct or indirect financial or personal interest in any item before the City Council shall participate in the discussion of or voting on such matter. OIC members shall refrain from making use of special knowledge or information gained by virtue of their position before it is made available to the general public; and shall refrain from making or influencing decisions involving business associates, customers, clients, competitors, and immediate family members. Nothing herein, however, shall serve to deny any of the above-mentioned of their legal rights and privileges available to all Jonesboro citizens.

6. Public Trust

OIC members shall conduct themselves so as to bring credit upon the city as a whole and so as to set an example of good ethical conduct for all citizens of the community. OIC members shall bear in mind at all times their responsibility to all Jonesboro citizens, shall refrain from actions benefiting special interest groups at the expense of the city as a whole, and shall do everything in their power to ensure equal and impartial actions throughout the city without respect to race, creed, color, sex, or the economic or social position of individual citizens.

7. Responsibility to Disclose

In an effort to allow the public full knowledge of financial and personal interests, OIC members are expected to file an annual statement of financial interest as required in Ark. Code Ann. 21-8-701. OIC members are also expected to disclose all real estate holdings within the city limits of Jonesboro and any business or financial interest which could affect or be affected by recommendations of the OIC. This language shall be interpreted to include real estate holdings and business or financial interests held by the individual, his/her spouse, children, parents or siblings or beneficial interests in a partnership, corporation or any other legal entity.

OIC members shall also disclose any familial relationships with any other city official or employee which could affect or be affected by decisions of the City Council, the Mayor, a city administrative officer or department head.

The financial and familial disclosures should be made in writing and filed with the City Clerk before February 1st of each year; any changes in disclosure information during the year must be filed with the City Clerk's office within 30 days of such change.

No non-elected city officials and employees are required to include his or her home address on disclosure documents (per Act 213 of 2003, A.C.A 25-19-105).

8. Agreement: The undersigned members of the Oversight Integrity Council hereby acknowledge the rules of order, restrictions on conflict of interest, and the other requirements of the OIC as defined in this document.

William Harrison	_____	Date: _____
Lindsey Woodard	_____	Date: _____
Jack Harrington	_____	Date: _____
Brookshield Laurent	_____	Date: _____
Brock Ferguson	_____	Date: _____
William Edwards	_____	Date: _____
Joseph Hafner	_____	Date: _____
Charles Coleman	_____	Date: _____
Jerry Morgan	_____	Date: _____