



Borough of Lewisburg

55 South Fifth Street Lewisburg, Pennsylvania 17837-1867
Telephone (570) 523-3614 Fax (570) 524-2270

Borough of Lewisburg Code of Conduct

The Borough of Lewisburg is committed to fostering a culture of integrity, transparency, accountability, and respect. This Code of Conduct outlines the expectations for all elected officials, employees, volunteers, and members of the public engaged in Borough activities. It serves to guide behavior, ensure ethical decision-making, and promote trust in the governance of the Borough.

This Lewisburg Borough Code of Conduct does not supersede any provisions of union employee collective bargaining agreements, Borough management employment agreements, and other employment protections granted by local, state, and federal laws.

Section 1: Purpose and Scope

This Code of Conduct applies to:

1. Elected Officials – Borough Councilmembers, the Mayor, and other elected positions.
2. Appointed Officials and Employees – Borough staff and individuals serving on boards, commissions, or committees.
3. Volunteers and Representatives – Individuals acting on behalf of the Borough in any capacity.
4. Members of the Public – When participating in public meetings, events, or interactions with Borough representatives.

Section 2: Standards of Ethical Behavior

1. Integrity and Accountability
 - a. Act in the best interests of the Borough and its residents.
 - b. Uphold the laws and policies of the Commonwealth of Pennsylvania and the Borough.
 - c. Avoid conflicts of interest and disclose any potential conflicts promptly including using one's position for personal gain or participating in decisions that directly benefit oneself, family, or business associates. Disclose potential conflicts in accordance with the Pennsylvania Ethics Act (65 Pa.C.S. § 1101 et seq.).
 - d. Ensure that public resources, including facilities, vehicles, and funds are used responsibly and for their intended purposes.
2. Respect and Civility
 - a. Treat all individuals with respect, fairness, and dignity, regardless of background, status, or opinion.
 - b. Promote open and constructive dialogue, avoiding disruptive or abusive behavior during meetings or public interactions.
 - c. Foster an environment free of discrimination, harassment, or retaliation.
3. Transparency and Confidentiality
 - a. Conduct Borough business openly and in compliance with the Pennsylvania Sunshine Act.
 - b. Safeguard confidential or privileged information obtained through official capacity.

- c. Provide accurate and timely information to the public, ensuring clarity and accessibility.
- 4. Professionalism and Collaboration
 - a. Work collaboratively with fellow officials, staff, and residents to achieve the Borough's goals.
 - b. Refrain from personal attacks or public disparagement of others.
 - c. Respect the roles and responsibilities of all parties, including the separation of legislative and administrative functions.

Section 3: Meeting Conduct

- 1. Council Members and Officials
 - a. Attend all meetings prepared to deliberate and act on Borough matters.
 - b. Follow meeting procedures outlined in the By-Laws and Robert's Rules of Order.
 - c. Avoid dominating discussions, speaking out of turn, or engaging in disruptive behavior.
- 2. Public Participation
 - a. Members of the public are encouraged to participate respectfully during public comment periods.
 - b. Disruptive or abusive behavior, including shouting, personal attacks, or refusal to yield the floor, is prohibited.
 - c. The presiding officer may enforce Rules of Order to ensure decorum.

Section 4: Use of Borough Resources

- 1. Facilities, Vehicles, and Equipment
 - a. Use of Borough resources solely for official purposes unless prior authorization is obtained as outlined in The By-Laws.
 - b. Maintain accurate records and receipts of usage, which shall be reviewed by the Borough Manager or Council upon request.
 - c. Unauthorized personal use of Borough property is prohibited.
- 2. Financial Resources
 - a. All financial transactions and expenses, including urgent legal spending authorized under the By-Laws, must be documented and presented to Council upon request.

Section 5: Ethical Standards

- 1. Conflict of Interest
 - a. Avoid participating in decisions where personal or financial interests may conflict with Borough interests.
 - b. Recuse oneself from discussions or votes when conflicts arise and disclose the nature of the conflict publicly.
- 2. Gifts and Influence
 - a. Do not accept gifts, favors, or other benefits intended to influence Borough decisions or create the appearance of impropriety.
- 3. Accountability for Decisions
 - a. The Council may overrule actions of the President, Vice President, or any other official by a majority vote, ensuring decisions align with the Borough's interests.

Section 6: Disciplinary Actions

- 1. Council Members

- a. The Council may remove the President, Vice President, or other officers from their leadership positions by a majority vote for cause, such as failure to adhere to this Code or Borough By-Laws.
 - b. Any removal or censure of a Council member must comply with procedures outlined in the Borough Code and Pennsylvania law.
- 2. Employees and Volunteers
 - a. Violations of this Code by employees or volunteers will be addressed through disciplinary procedures outlined in Borough employment policies and in compliance with all local, state, and federal labor laws.
- 3. Public Misconduct
 - a. Disruptive individuals at public meetings or events may be warned by the presiding officer that continuation of such disruption could result in their removal by law enforcement.

Section 7: Reporting Violations

- 1. Internal Reporting
 - a. Suspected violations of this Code should be reported to the Borough Manager, President of Council, or other designated authorities.
- 2. External Oversight
 - a. Ethical concerns involving conflicts of interest or misuse of resources may be referred to appropriate state or legal authorities.

Section 8: Enforcement

- 1. Review and Sanctions
 - a. The Council retains the authority to review alleged violations and impose appropriate sanctions, including censure, removal from leadership roles, removal from committees or appointments, or other measures as allowed by law.
 - b. Violations of this Code may result in disciplinary action, up to and including removal from appointed positions or referral to appropriate authorities, in accordance with local, state, and federal law.
- 2. Legal and Procedural Compliance
 - a. All enforcement actions shall be conducted in accordance with Pennsylvania law, ensuring fairness and due process.

Section 9: Adoption and Amendments

- 1. This Code of Conduct shall be adopted by official motion of the Borough Council and may be amended by a majority vote of all Councilmembers, following advance notice (30 days) to each member.

By adhering to this Code of Conduct, the Borough of Lewisburg seeks to maintain high standards of governance and public trust, ensuring the community's best interests are always served.

Lewisburg Borough's Code of Conduct was adopted by Lewisburg Borough Council on June 17, 2025.