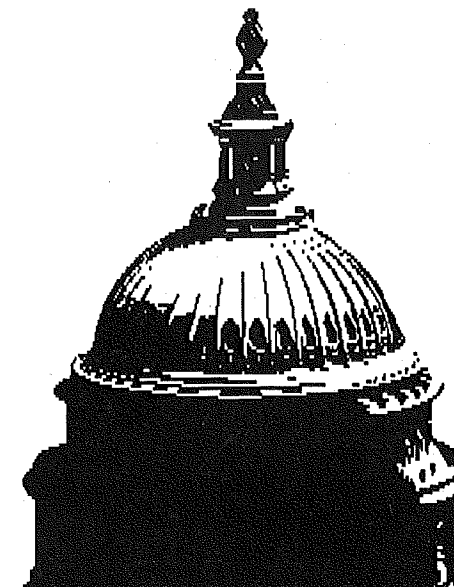


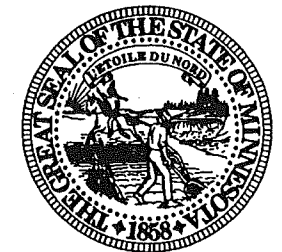
Public Trust

Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of their government. Each individual officer, employee or advisor of government must help to earn and must honor that trust by his (or her) own integrity and conduct in all official actions.

- Presidential Executive Order (1965)



Code of Conduct and Ethics Guidelines for the Minnesota State Senate



Adopted by the Minnesota State Senate Rules and Administration Committee April 27, 1994

CODE OF CONDUCT

Senators & Staff

As members and employees of the Senate, we are entrusted with the welfare, property, security, and safety of the people we serve and of the people of Minnesota.

- We will treat each other and the public fairly, equally, and with dignity and respect.
- We will be courteous to the public and respectful of the institution.

The President of the Senate will receive written, signed complaints from any member or employee of the Senate or from the public regarding disrespectful treatment by a member or employee of the Senate or by another member of the public.

Comments or questions call (612) 296-4191.

Senate Committees

The Committee Chair is responsible for order, decorum, and quiet.

All members of the committee are responsible for enforcing respectful treatment of each other and the public.

The Chair or Vice Chair should start and end hearings on time.

All non-conference committee meetings must adjourn by midnight.

All speakers should request permission from and address their comments to the chair.

Respectfully address people giving testimony as Mr., Ms. or their title.

Allow those who travel long distances to testify first.

Be sensitive and attentive to persons testifying and to their concerns.

A Senator should not use insulting or personally or socially offensive language when addressing members of the public.

A Senator should not speak impertinently, attack the motives of any Senator who proposes or advocates a particular position, use indecent language or other disorderly words or refer to another Senator by name in a disparaging way.

A Senator should not interrupt another member.

Private conversations should be held away from the committee table.

Beverages are permitted at the committee table but not food.



CODE OF ETHICS

Senators and Senate Staff

Avoid actions that might impair your independence of judgment or give the appearance of impropriety.

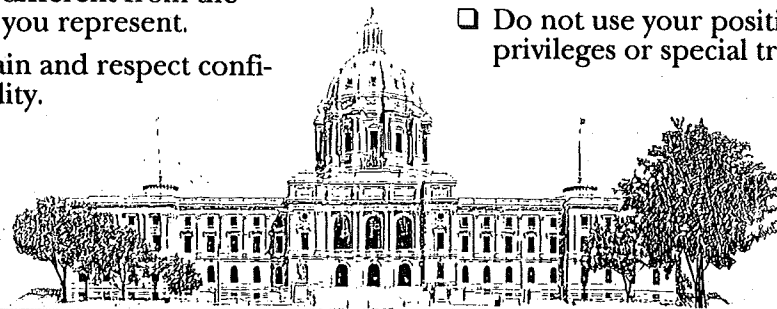
- Put the public interest ahead of your own personal advancement and financial interest.
- Do not accept gifts from a registered lobbyist or principals (a person or entity who engages a lobbyist on their behalf). (Minn. Stat. 10A.071.)
- Decide all matters based on their merits, free from improper influences.
- Disclose conflicts of interest and refrain where practical from participating in decisions that will have a substantial affect on your personal financial interest that is different from the group you represent.
- Maintain and respect confidentiality.

Avoid activities that might improperly influence a state agency, court, or government body.

- Be cautious when doing business with the state as a private business person.

Avoid situations that could be disrespectful of the institution and the public.

- Represent the interests of all citizens, seeking out those who would not otherwise be involved in the public process.
- Treat all with courtesy and civility, including other participants in the legislative process.
- Do not engage in any act of discrimination, sexual harassment, or abuse of any person.
- Act honestly, fairly, and openly so that others can rely in good faith on your words and actions.
- Do not use your position to gain privileges or special treatment.



Lobbyists

- A lobbyist shall not appear before a Senate Committee pursuant to the lobbyist's employment unless the lobbyist is in compliance with the law requiring lobbyist registration. (Minn. Stat. Sections 10A.03 to 10A.06.)
- A lobbyist when appearing before a committee shall disclose to the committee those in whose interest the lobbyist speaks and the purpose of the lobbyist's appearance.
- A lobbyist shall not knowingly furnish false or misleading information or make a false or misleading statement that is relevant and material to a matter before the Senate or any of its committees when the lobbyist knows or should know it will influence the judgment or action of the Senate or any of its committees thereon.
- A lobbyist shall not exert undue influence or expend improper sums of money in connection with any legislation.
(Rule 75, Permanent Rules of the Senate.)

Special Committee on Ethical Conduct

The Subcommittee on Committees shall appoint a Special Committee on Ethical Conduct consisting of four members, two from the majority and two from the minority.

The committee shall serve in an advisory capacity to a member or employee upon written request and shall issue recommendations to the member or employee.

The committee shall investigate a complaint by a member of the Senate in writing under oath received during a legislative session regarding improper conduct by a member or employee of the Senate or a lobbyist.

(Rule 75, Permanent Rules of the Senate.)

Ethical Practices Board

Additional guidance may be obtained confidentially by contacting the State Ethical Practices Board.