

OKLAHOMA MUNICIPAL COURT CLERK'S ASSOCIATION

CODE OF CONDUCT

INTRODUCTION

The Oklahoma Municipal Court Clerk Association (OMCCA) recognizes the importance of ethical conduct by its members. OMCCA members hold positions of public trust and are committed to the highest standard of conduct. OMCCA members observe these standards of conduct to preserve the integrity and independence of the judiciary. Member are dedicated to upholding the public's confidence in the judicial branch of government. The OMCCA Code reflects our commitment to promoting integrity and justice within our association and profession. OMCCA's members subscribe to the following code of conduct:

ARTICLE I. ABUSE OF POSITION AND CONFLICT OF INTEREST

- A. Members shall not accept, agree to accept, dispense, or solicit any gift or favor based upon an understanding that the official actions of the member would be influence thereby.
- B. Members shall not use or attempt to use their position to obtain unwarranted privileges or exemptions for that member or any other person.
- C. Members shall, in the performance of their duties, act so that they are not unduly affected by, or appear to be affected by kinship, position, or influence of any party or person. Members shall avoid any appearance of impropriety when members, family members, or associates are involved in the judicial system.
- D. Members shall use the resources, property, and funds under their control judiciously and solely in accordance with prescribed legal procedures.
- E. Members shall not accept or request any fee beyond work done in the course of their public employment within policies and procedures of their employer. However, members may obtain outside employment that does not conflict with the performance of their official responsibilities or violate this code.
- F. Members shall avoid conflicts of interest, or appearance of conflicts in the performance of their official duties.

ARTICLE II. CONFIDENTIALITY

- A. Members shall not disclose to any unauthorized person information protected by judicial procedure, policy, or confidentiality laws.
- B. Member shall not give legal advice. Member shall inform the public about procedure and policy without recommending action regarding their case.

ARTICLE III. POLITICAL ACTIVITIES

- A. Members shall not participate in political activity during working hours. Members are free to participate in political campaigns/organizations during non-working hours if such activity does not use, or appear to use, the member's official position or court in connection with such activity.
- B. Members who are the incumbent while seeking re-election are exempt from the provisions above and may cite appropriate judicial branch experience while campaigning.

ARTICLE IV. PERFORMANCE OF DUTIES

- A. Members shall support and protect the independence of the judicial branch of government.
- B. Members shall strictly adhere to the principles embodied in this code and carry out their responsibilities to the public in a timely, impartial, diligent, and courteous manner.
- C. Members shall promote ethical conduct and report any improper conduct by any person to appropriate authorities.
- D. Members shall not discriminate by words, conduct, or prejudice based upon race, color, religion, gender or other characteristics protected by law, in conduct of the service to the court and public.
- E. Members shall uphold the Constitution, laws, and legal regulations of the United States, the State of Oklahoma, and the communities they serve.
- F. Members shall promote the growth and development of professional court management by improving their work skills and supporting research and development in the field.
- G. Member shall avoid any activity that would reflect adversely on their positions or court.
- H. Members shall protect the public interest and justice for all persons and shall enforce and carry out any properly issued legal order of the court.
- I. Members shall immediately report to appropriate authorities any attempt to induce them to violate these standards.

