



Nueces County Commissioners Court

Code of Conduct, Ethics, and Conflict of Interest Policy for Appointed Board Members

The Nueces County Commissioners Court appoints individuals to serve on boards and commissions that play a critical role in advancing the mission, services, and reputation of the County. These appointments carry with them a responsibility of trust, accountability, and ethical leadership.

It is the intent of Nueces County to ensure that all appointed board members uphold the highest standards of honesty, integrity, and professional conduct. To that end, each appointee is required to review, acknowledge, and sign this Code of Conduct, Ethics, and Conflict of Interest Policy at the time of appointment and again annually by October 1st. Signed acknowledgments shall be kept on file with the Nueces County Commissioners Court, as the appointing authority.

Standards of Conduct

Appointed board members are expected to act with transparency, impartiality, and in the best interest of the public they serve. Board members shall not engage in conduct that compromises, or appears to compromise, their duties to the County or their appointed organization.

Specifically, board members shall not:

- Deceive, defraud, or mislead fellow board members, staff, County officials, partner agencies, or the public.
- Misrepresent the County or their appointed organization in any negotiations, dealings, contracts, or agreements.
- Disclose confidential, proprietary, or sensitive information without proper authorization.
- Use their position, title, or relationships established through their appointment for personal advantage or benefit.
- Accept gifts, favors, or other items of value in excess of \$50.00, unless properly disclosed and reported to the board chair or financial officer, in compliance with Texas Local Government Code §171.003 and §176.003.
- Withhold their best efforts in the performance of their duties, neglect responsibilities, or otherwise fail to meet established standards of service.
- Engage in unethical business practices of any kind.
- Use County or organizational property, including surplus or salvage property, funds, personnel, or resources for personal benefit.
- Violate any applicable local government code or process regarding disposition of U.S. Government Services Administration (GSA) surplus or salvage property.

- Violate any applicable local, state, or federal laws or ordinances.

Conflict of Interest

Appointed board members are required to avoid actual, potential, or perceived conflicts of interest. A conflict of interest exists when personal, financial, or professional considerations have the potential to interfere with a board member's duty to act solely in the best interest of the County and their appointed organization.

In accordance with Texas Local Government Code, Chapter 171 (*Regulation of Conflicts of Interest of Officers of Municipalities, Counties, and Certain Other Local Governments*) and Chapter 176 (*Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information*):

Board members must:

- Disclose any financial interest, relationship, or outside activity that could influence—or appear to influence—their decision-making or actions as a board member (Local Govt Code §171.004).
- File conflict disclosure statements when required (Local Govt Code §176.003).
- Recuse themselves from deliberations or votes in which they have a substantial interest (Local Govt Code §171.002).
- Refrain from using their appointment to secure special privileges, benefits, or exemptions for themselves, family members, or associates.
- Report any potential conflict of interest promptly to the board chair, ethics/audit committee, or the Commissioners Court.

Failure to disclose or properly manage conflicts of interest may result in corrective action, including removal from appointment, as authorized under the Local Government Code.

Accountability and Enforcement

Alleged violations of this Code shall be reported to the board's designated ethics or audit committee, or directly to the Commissioners Court. The Commissioners Court reserves the authority to review all alleged infractions and to take appropriate action, up to and including removal of the appointee from their position, in accordance with applicable Local Government Code provisions.

Acknowledgment

By signing below, I affirm that I have read, understand, and agree to abide by the Code of Conduct, Ethics, and Conflict of Interest Policy, and that I will comply with all applicable provisions of the Texas Local Government Code, Chapters 171 and 176, as a condition of my service as a board member appointed by the Nueces County Commissioners Court. I further affirm my commitment to uphold the integrity of the County and the public trust placed in me.

Signature: 
Printed Name: Kuta Havelka
Board/Commission: Security
Date: 11-17-25