



CITY OF SIOUX CITY, IOWA
APPLICATION FOR APPOINTMENT TO A CITY COUNCIL
APPOINTED BOARD, COMMISSION OR COMMITTEE

Date \_\_\_\_\_

BOARD, COMMISSION or COMMITTEE: \_\_\_\_\_

GENDER BALANCE - Section 69.16A of the Iowa Code requires gender balance on those City Boards and Commissions required or governed by state law unless the City has made a good faith effort for a period of three months to appoint a qualified person. This affects and includes: Airport Board of Trustees; Civil Service Commission; Human Rights Commission; Library Board of Trustees; and Planning and Zoning Commission.

GENERAL INFORMATION

Name \_\_\_\_\_ Phone Residence \_\_\_\_\_

Home Address \_\_\_\_\_
Street City/State Zip

E-Mail Address \_\_\_\_\_

Employer \_\_\_\_\_ Phone Business \_\_\_\_\_

Business Address \_\_\_\_\_
Street City/State Zip Code

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:

Are you a Sioux City resident? Yes No How many years have you been a resident? \_\_\_\_\_

Are you a registered voter? Yes No

Have you reviewed the Ordinance or Resolution establishing the Board, Commission or Committee you are applying for? Yes No (If no, please contact the City Clerk's Office at 712.279.6313 to obtain a copy.)

SERVING ON A BOARD - Are you currently serving on any other City Council appointed Board, Commission or Committee? Yes No If yes list here: \_\_\_\_\_

It is the general policy of the City to allow a person to serve on only one City Council appointed Board, Commission or Committee at any given time. If you answered yes, please explain why Council should make an exception to the general policy and allow you to serve on multiple Boards, Commissions or Committees:

Have you previously served on any other City Council appointed Board, Commission or Committee? Yes No If yes list here: \_\_\_\_\_

COMMUNITY INVOLVEMENT - Please describe your past and present community involvement including voluntary, social, city, church, school, business, and/or professional associations you have been involved in and are applicable to this application. (Include dates of involvement and any offices or leadership positions held.)

**STATE, COUNTY, or MUNICIPAL BOARDS or COMMISSIONS** - List any you are presently serving on:

**SPECIAL QUALIFICATIONS** - Please list any special qualifications for serving on a City Council appointed Board, Commission or Committee including skills, training, licenses and certificates that are applicable:

**INTEREST** - State why you would like to volunteer to serve and what contributions you believe you can make:

**CONFLICT OF INTEREST** - Chapters 362.5, 362.6, 403.16 and 403A.22 of the Code of Iowa describe potential conflicts of interest for City officials. A Disclosure of Interest Statement as well as the aforementioned Iowa Code has been attached to this application for your review. **If you have any questions regarding this issue please contact the City Attorney's Office at 712-279-6318.** Are you aware of any conflict of interest or potential conflict of interest that may prevent you from carrying out your responsibilities on this Board, Commission or Committee in the best interest of the City of Sioux City? If so, please describe:

**PERSONAL REFERENCES** - Please list 2 references, the City Council may contact your references:

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____

I understand the role and responsibilities of membership on this City Council appointed Board, Commission or Committee and I am willing to serve. In applying for appointment I understand the City Council may make inquiries in the community pertinent to my appointment. I also understand that as a member of any Board, Commission or Committee I may be dismissed from the Board, Commission or Committee and or disqualified by the City Council as a candidate for the Board, Commission or Committee membership for making untrue or discriminatory statements about others, including members of protected classes.

If appointed, I am willing to attend the designated Board, Commission or Committee training. **Yes No**

*By typing my name in the box below I am offering my digital signature in lieu of my handwritten signature. I understand that my digital signature carries the same legal bindings as my handwritten signature.*

/s/ \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Applications are kept on file and active for 18 months from the date you file. A separate application must be completed for each Board, Commission or Committee on which you would consider serving. File applications with the City Clerk's Office, 1st floor, City Hall, 405 6th Street, Sioux City, Iowa, 51101; or mail to City Clerk's Office, P.O. Box 447, Sioux City, Iowa, 51102-0447; or email [CityBoardsandCommissions@sioux-city.org](mailto:CityBoardsandCommissions@sioux-city.org). Thank you!



**City of Sioux City**  
**ART CENTER BOARD OF TRUSTEES**  
(Administrative Board)

**MISSION STATEMENT**

The Art Center's mission is to bring the excitement of the arts to the area through education, exhibition, permanent collection and the support of artists.

**MEMBER ROLE**

The Art Center Board of Trustees oversees the operations and maintenance of the Art Center; controls expenditure of Art Center revenues according to the budget; hires and oversees the Director; and applies for and accepts grants and subsidies from any other unit of government.

**Nominee's Questionnaire**

1. Describe your past use of Art Center programs and facilities.
  
  
  
  
  
  
  
  
  
  
2. Do you have specific ideas for future development and improvements at the Sioux City Art Center?
  
  
  
  
  
  
  
  
  
  
3. The Art Center Board is an Administrative Board with significant oversight responsibilities, including employment decisions; what do you feel your role will be if appointed?
  
  
  
  
  
  
  
  
  
  
4. As an accredited museum the Art Center has a Code of Ethics (copy attached) that has been adopted by its boards and applies to Trustees, as well as all staff, and volunteers. Are you willing to adhere to the Art Center's Code of Ethics?
  
  
  
  
  
  
  
  
  
  
5. Are you able to commit time for bi-monthly meetings on the 3rd Thursday at 12:00 p.m.? (Please provide detail)

*By typing my name in the box below I am offering my digital signature in lieu of my handwritten signature. I understand that my digital signature carries the same legal bindings as my handwritten signature.*

/s/ \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Sioux City Art Center Code of Ethics

(Formally approved August 4, 2005, by the Art Center Board of Trustees and October 12, 2005, by the Art Center Association's Board of Directors)

## Introduction

Museums in the United States are grounded in a tradition of service and stewardship. They are organized as public trusts, holding their collections and using their resources to benefit those they were established to serve. The members of museums' governing authorities, their staffs, and volunteers are committed to the interests of these beneficiaries and are accountable for the care and proper management of collections, as well as the content, nature and quality of their scholarship, exhibitions and programs.

As non-profit institutions, museums comply with applicable local, state and federal laws and international conventions, as well as with specific legal standards governing trust responsibilities. In addition, as part of the City of Sioux City, the Art Center adheres to the City of Sioux City's policies and regulations.

But museums and those responsible for them must do more than simply avoid legal liability; they must take affirmative steps to maintain their integrity and to insure that they act not only legally but also ethically.

The Art Center's collections, programs and facilities are a public trust. This must always be recognized by all persons associated with the Art Center, but primarily by persons having important responsibilities in formulating or administering policies and procedures governing the Art Center. Persons holding such responsibilities have a duty and obligation to preserve and protect this public trust. It is understood that such duty may entail the voluntary surrender of certain rights to personal privacy and economic activity; it is the goal of this Code of Ethics to preserve the public trust with the least possible sacrifice of personal rights. Those individuals affected in varying degrees are the Trustees, Directors, employees of the Art Center, volunteers and others who may serve on various committees or otherwise be associated in an official capacity with the Art Center from time to time.

## Definition of Terms

**Administration:** authority of the Sioux City Art Center

**Art Center:** Sioux City Art Center, a partnership of the City of Sioux City's Sioux City Art Center and the private, non-profit Art Center Association of Sioux City.

**Art Center Association of Sioux City:** private, non-profit "friends" organization supporting Art Center's exhibitions and programs

**Collections:** the permanent collections (two- and three-dimensional artwork) owned by the Art Center

**Collections Committee:** standing committee consisting of representatives of the Directors and the Trustees and the professional community at large which oversees the Collections

**Committee on Ethical and Professional Practices:** standing committee consisting of representatives of the Directors and the Trustees and the professional community at large which oversees compliance to the Code of Ethics

**Directors:** the advisory board of the Art Center Association of Sioux City, elected by the membership and consisting of up to 30 members

**Gift Shop:** the Atrium Gift Gallery, retail outlet for the Art Center

**Gift Shop Committee:** advisory committee with representatives of the Directors and Trustees and community professionals at large

**Officials:** Directors, Trustees and staff of the Sioux City Art Center

**Program Committee:** advisory exhibition and educational programming committee with representatives from the Directors and Trustees and the professional community at large

**Staff:** employees of the Sioux City Art Center

**Trustees:** the governing board of the Art Center's City-funded operating budget, appointed by and answerable to the City Council of the City of Sioux City, consisting of seven (7) members.

## **General Principles**

All persons associated with the Art Center are entitled to engage in the full range of personal and professional activities of their choice, limited by the restraints imposed in these Code of Ethics and the following principles:

1. They shall fully and conscientiously fulfill the duties of their positions in the Art Center;
2. They shall avoid conflicts of interest;
3. They shall not misuse the Art Center's name, reputations, property, or services, nor shall they compromise its good will in the community.

## **I. Collections**

### **A. Management, Maintenance, Conservation**

The obligation of the Art Center to its collections is paramount. The Art Center derives its central purpose and its use to the general public from its collections, which are an essential part of a cultural fabric shared by our city, state and nation.

An ethical duty of the Art Center is to transfer to posterity when possible in enhanced form the material record of human culture. The Trustees and the Directors, the latter to the extent of its responsibility, must be in control of the collections, monitoring the location and the condition of the objects held.

Each object is an integral part of an historical and cultural composite, including a body of information about the object that establishes its proper place and importance and without which the value of the object is diminished. The maintenance of this information in orderly and retrievable form, its public availability, and the educational programs whereby the public may understand the collections are critical concerns of those charged with collections management.

Procedures must be established for the periodic evaluation of the condition of the collections and for their general and specific maintenance in keeping with professionally accepted standards.

## **B. Acquisition and Disposal**

In the area of acquisition and disposal of Art Center objects, the Art Center must weigh carefully the interests of the public for which it holds the collections in trust, the donor's intent in the broadest sense, the interests of the scholarly and the cultural communities, and the Art Center's own financial well-being.

While the Directors and the Trustees bear legal responsibility for their respective collections, the curatorial and administrative staffs, together with their technical associates, are best qualified to assess the pertinence of an object to the collections or the Art Center's programs.

The Art Center has a Collections Policy (available to the public) regarding the acquisition and disposal of art objects. Objects collected by the Art Center should be relevant to the museum's mission and activities; be accompanied by a valid legal title (preferably unrestricted but, if not, with any limitations clearly described in an instrument of conveyance); and be properly catalogued, conserved, stored or exhibited. Acquisitions are subject to the approval procedures of the Director and the Collections Committee for ratification by the Directors and/or the Trustees as appropriate.

The Art Center will acquire or accept an object only when it can determine with reasonable certainty that the work has not been derived from illicit trade and that its acquisition does not contribute to the continuation of illicit trade in works of art.

As a general rule acceptance of an art object as a gift from an art dealer should be accompanied by documentation (signed by the director and stating the circumstances of the gift) for review by the Art Center's Collections Committee and for ratification by the Directors and/or Trustees as appropriate.

The Art Center must, in principle, remain free to improve its collections through selective disposal as well as acquisition. Works of art that no longer retain their physical integrity, that are not authentic, or that no longer meet mission and/or goals of the museum, in accordance with the Art Center's De-accession Policy and Procedures (see policy for details) may be de-accessioned from the collections.

The procedure for disposal shall be on the recommendation of the Art Center Director to the Collections Committee. Upon approval the recommendation is taken to the Directors for approval with final ratification by the Trustees. (See Art Center De-accession Policy and Procedures for details.)

When disposing of an object, the Directors and/ or Trustees, as appropriate, must determine the legal right to do so. Funds generated from the de-accessioning of objects must be used solely for acquisitions of new art for the Collections. When mandatory restrictions accompany the acquisition, they must be observed unless modified by an appropriate legal proceeding or the written consent of the interested parties.

No person associated with the Art Center or his/her representative may acquire any property from the Art Center for their personal account except in the normal course of

business from the museum shop or other areas approved by the Administration. Objects, materials or supplies that the Art Center cannot sell and that must be discarded may be offered to a nonprofit organization.

## **C. Appraisals**

### **1. Appraisal of Donated Art Objects**

Staff and others involved in accepting gifts of art objects to the Art Center should be familiar with IRS Publication 526 dealing with the valuation of donated property, especially as concerns the material relating to charitable gifts of art objects and the appraisal requirements as described in the instructions to IRS Form 8283.

The donor of an art object to the Art Center must secure his/her own appraisal at his/her own expense. The Art Center shall avoid any action that might appear to be an effort to assist the donor in securing an improper income tax deduction.

The Art Center cannot provide the donor with an appraisal for income tax or estate tax purposes. For internal record-keeping purposes, however, the Art Center should establish its own valuation.

### **2. Appraisal of Non-Institute Art Objects**

The Directors, Trustees and staff are prohibited from appraising non-Art Center art objects.

## **D. Commercial Use**

In arranging for the manufacture and sale of replicas, reproductions or other commercial items adapted from an object in the Collections, all aspects must be carried out in a manner that will neither discredit the integrity of the Art Center nor trivialize or damage the original object. All laws dealing with copyright rules and regulations will be strictly adhered in all matters of reproduction. With regard to the question of reproduction of works of art, awareness of the nature and relative importance of replicas and reproductions is a central issue. Therefore, great care must be taken to identify such objects for what they are in a manner that will be permanent and to ensure the accuracy and high quality of their manufacture.

## **E. Availability of Collections**

Although the public must have reasonable access to the collections on a nondiscriminatory basis, the Art Center assumes as a primary responsibility the safeguarding of materials and therefore must regulate access to them. Nevertheless, the art collections should be made available to the general public within regularly maintained hours of operation that are published periodically. Some parts of the collections may be set aside for the active scholarly pursuits of staff members and scholars but normally only for the duration of the research effort.

Storage areas where reserve collections are maintained should be organized for the purposes of conservation and security but also categorized for easy access for research and study.

## **F. Truth in Presentation**

It is the responsibility of staff to present the best current information about the works of art the Art Center displays. This forms a part of the primary charge of the Art Center to preserve significant materials unimpaired for the future. Therefore, intellectual honesty and objectivity in the presentation of objects is the duty of every museum professional.

## **II. Exhibitions**

### **A. Obligations of Educational Program**

An ethical duty of the Art Center is to provide the highest quality exhibition programs possible that enhance the understanding and appreciation of art and art history. Representatives of the Directors and the Trustees, through their advisory capacity as members of the Program Committee, must monitor and evaluate the exhibition program (See: Program Committee policies), while respecting the opinions of the professional staff.

### **B. Loans of Art Objects from the Private Collections of Directors or Trustees**

While loans of objects from the private collections of Directors or Trustees or members of their families can be of benefit to the Art Center, it should be recognized that exhibition can enhance the value of the exhibited object and care should be used to achieve objectivity in such cases.

### **C. Exhibition of artworks created by Trustees, Directors and Staff**

Directors, Trustees and staff who are artists must understand that while serving on either board or being employed by the Art Center the exhibition of their artworks or a close family member is a conflict of interest. The exceptions to this rule include the donation of artworks for fundraising events to benefit the Art Center, and participating in exhibition competitions judged by outside jurors

## **III. Education**

### **A. Education program**

An ethical duty of the Art Center is to provide the highest quality education programs possible that enhance the understanding of art and art history, while paying special attention to the Art Center's exhibitions and collections. The Directors and Trustees, through their advisory capacity as members of the Program Committee, must monitor and evaluate the education program (See: Program Committee policies), while respecting the opinions of the professional staff.

## **B. Employment of Trustees, Directors and Staff as Educators**

While employment of Directors, Trustees or staff as educators, due to their skills, knowledge and credentials, may be beneficial to the goals of the education program, special care should be used to achieve objectivity in such cases to avoid conflict of interest.

## **IV. Gift Shop**

### **A. Gift Shop Merchandise and Evaluation**

An ethical duty of the Art Center is to offer merchandise in its Gift Shop that supports its mission, is educational and enhances the understanding of art and art history, while paying special attention to the Art Center's exhibitions and collections. The Art Center's Trustees and Directors, through their advisory capacity as members of the Gift Shop Committee, must monitor and evaluate the Gift Shop (See: Gift Shop Committee policies), while respecting the opinions of the professional staff.

### **B. Trustees, Directors and staff**

While the consignment of merchandise by Trustees, Directors, or staff to the Gift Shop may be beneficial to the goals of the Gift Shop care should be used to achieve objectivity in such cases to avoid conflict of interest.

## **V. Trustees, Directors, Staff, Contracted Labor and Volunteers**

### **A. General Department, Responsibilities, Avoidance of Conflicts of Interest**

#### **1. Governing Boards: Trustees and Directors**

The Directors and Trustees shall be loyal to the purposes of the Art Center. Each Director and Trustee must devote time and attention to the affairs of the Art Center to ensure that the Art Center and its governing boards act in accordance with the City policies and the governing instruments of the Art Center Association and with applicable state and federal laws.

A critical responsibility of the Directors and Trustees derives from their relationship to the Art Center Director, the Art Center's chief executive. The continuing surveillance of his/her professional activities is a primary responsibility that cannot be delegated and must be diligently and thoughtfully fulfilled.

All actions of the Directors and Trustees should be taken as a board, committee, or subcommittee, or otherwise in conformance with the bylaws or applicable policies of the Art Center Association of Sioux City and/or the City of Sioux City and the State of Iowa. The Directors and Trustees must work for the Art Center as a whole and not act solely as advocates for particular activities or subunits of the Art Center.

Each Director and Trustee should endeavor to conduct all of his/her activities, including those relating to persons or organizations closely associated with him/her, in such a way that no conflict will arise between those other interests and the policies, operations and interests of the Art Center.

Whenever a matter arises for action by the Directors or Trustees involving a conflict between the interests of the Art Center and an outside or personal interest of a Director or Trustee or that of a member of his/her family, that interest should be disclosed and made a matter of record. In those cases where the Directors or Trustees is present when a vote is taken in connection with such a question, he/she should disclose the interest and abstain from voting. There may be situations where the conflict is so grave that it cannot be resolved, in which case resignation may be appropriate.

A Director or Trustee having personal questions on any Art Center-related issue and wishing to avoid a conflict of interest may file with the Committee on Ethical and Professional Practices a statement disclosing his/her personal, business or organizational interests and affiliations and those of members of his/her family and all other circumstances and facts that may give rise to a conflict of interest. The Committee will advise the individual of instances where a conflict of interest exists.

(For conflicts of interest by members of the Directors and Trustees, see IIB Exhibition, and IIC Education.)

The Directors and Trustees together hold the ultimate fiduciary responsibility for the Art Center and for the protection and nurturing of its various assets: the collections and related documentation, the building and grounds, financial assets, and staff. The Art Center has an obligation to develop and define its purposes and policies and to ensure that its assets are properly and effectively used for public purposes. The governing boards should provide adequate legal protection for all Art Center officials, including themselves, staff and volunteers, so that no one will incur inequitable financial sacrifice or legal liabilities arising from the performance of duties for the Art Center.

## **2. The Art Center Director and the Directors and the Trustees**

The Art Center Director reports to and is accountable to the Trustees as the governing body of the Art Center. Since Art Center Association of Sioux City matters and City of Sioux City responsibilities are closely meshed, the Art Center Director should report to both bodies at agreed-upon intervals and upon request or need. While the Trustees serve at the pleasure of the City Council of the City of Sioux City and the Directors serve at the pleasure of the Board of Directors of the Art Center Association of Sioux City, they both must carry out the public trust responsibilities in the same manner as the Art Center Director.

Whenever a matter arises for action involving a conflict between the interests of the Art Center and an outside or personal interest of the Trustees or the Directors or that of a member of their respective families, their actions should be guided by the same rules.

## **3. Governing Boards and Staff**

### **a. Communication**

Governing boards communicate with staff through the Art Center Director. The Trustees and the Directors should not give administrative directives to Staff, not solicit administrative information unless such action is in ac-

cord with established procedures of the Directors and/or Trustees and the Art Center Director. Staff should communicate with the Boards through the Art Center Director or with the consent of the Art Center Director's full knowledge.

**b. Staff Assistance**

The Directors and Trustees may not seek staff assistance for personal need except as would be available to a member of the general public with similar needs.

**4. The Staff**

**a. Responsibilities**

Employment by the Art Center is a public trust and involves great responsibility. In all activities Art Center employees must act with integrity and in accordance with stringent ethical principles as well as with the high standard of objectivity.

Every Art Center employee is entitled to engage in the full range of professional and personal activities with a measure of personal independence equal to that granted comparable professionals in other disciplines and consistent with his/her professional and staff responsibilities. Loyalty to the Art Center must be paramount, since museums enjoy high public visibility and their employees a generous measure of public esteem. To the public, Art Center employees are never wholly separate from their institution. Any Art Center-related action by employees may reflect on the

Art Center or be attributed to it. Employees can never consider themselves or their activities wholly independent of the Art Center despite disclaimers that may be offered. They must be concerned not only with their own, true personal motivations and interests as they see them but also with the way in which such actions might be construed by the outside observer.

**b. Conflicts of Interest**

Art Center employees should never abuse their official positions or their contacts within the museum community, impair in any way the performance of their official duties, compete with the institution, or bring discredit or embarrassment to the Art Center or to the profession in any activity, museum-related or not. They should be prepared to accept as conditions of employment the restrictions that are necessary to maintain public confidence in the Art Center's goals and in the museum profession; they are therefore expected to agree in writing to act in conformity with these Code of Ethics.

No staff member should use in his/her home or for any other personal purpose any object or item that is part of the Collections or under the guardianship of the museum, or use any other property, supplies, or resources of the Art Center except for the official business of the Art Center and as approved by the Art Center Director.

The reputation and name of the Art Center are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity. Information about the administrative and non-scholarly activities of the Art Center that an employee may acquire in the course of his/her duties, and which is not generally known or available to the public, must be treated as information proprietary to the Art Center. Such information should not be used for personal advantage or for purposes detrimental to the Art Center. No person associated with the Art Center may use confidential information (e.g., information about ownership of works of art) acquired through his/her position in any outside employment or activity (see Collections Policy) without the express prior consent of the Art Center Director.

Staff members should be circumspect in referring members of the public to outside suppliers of services, such as appraisers, conservators, or framers. Whenever possible, more than a single qualified source should be provided so that no appearance of personal favoritism in referrals is created.

Whenever a matter arises that could be perceived as a conflict between the interests of the Art Center and an outside or personal interest of an employee or an employee's family, the employee should bring the matter to the attention of his/her supervisor for resolution.

**c. Outside Employment, Consulting, Teaching, Lecturing, Writing**

Art Center professional staff may engage in outside employment or gainful activities only under the following guidelines:

1. In the case of employment of a professional nature, the Art Center Director must give prior consent in writing;
2. Outside employment for compensation shall not be undertaken while traveling at Art Center expense unless previous arrangement have been made to donate such compensation to the Art Center and prior approval has been granted by the Art Center Director or Chair of the Trustees;
3. Such activities must not lessen the ability of staff to perform their duties and responsibilities in an acceptable manner;
4. Activities for which staff members are paid shall be performed on their own time outside of regular museum working hours and off site;

Staff members shall not be required to disclose non-Art-Center-related activities on behalf of voluntary community groups or other public service organizations but shall conduct themselves so that their activities on behalf of such organizations do not reflect adversely on the reputation or integrity of the Art Center.

**5. Volunteers**

Volunteer participation within the Art Center is a strong and vital tradition, and the Art Center's programs could not continue without the contributions and personal involvement of devoted volunteers. The staff should be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training and opportunity for their intellectual enrichment. While volunteers participate in most Art Center activities, those with access to the Collections, programs, and associated, privileged information work in areas that are sensitive.

Access to the Art Center's internal activities and information is an honor, and the lack of material compensation for effort expended on behalf of the Art Center in no way frees the volunteer from adherence to standards that apply to paid staff. The volunteer must work toward the betterment of the Art Center and not for personal gain other than the gratification and knowledge to be derived from Art Center participation.

Although the Art Center may accord them stated special privileges, volunteers should not accept gifts, favors, discounts, loans, or other dispensations of things of value that accrue to them from outside parties in connection with carrying out duties for the Art Center. Conflict of interest restrictions placed upon the staff must be explained to volunteers and, where relevant, observed by them.

Volunteer organizations should understand clearly the policies and programs adopted by the Art Center and must adhere to the administrative application of such policies and programs. Volunteers must hold confidential matter of program function and administration that are not generally known or available to the public.

## **B. Personal Collecting**

Personal art collecting is encouraged subject to the following guidelines for persons having significant responsibility for acquiring art objects for the Art Center (i.e., Trustees, the Directors, the Art Center Director, and staff, hereinafter collectively called "Officials".):

1. Officials shall not become involved in any transactions that by virtue of their office give rise to a conflict of interest;
2. Officials shall not buy from, sell to, or trade works of art with the Art Center except where the specific transaction is approved in advance in writing by the joint Committee on Ethics and Professional Practices;
3. Where a conflict of interest with the Art Center may be involved, Officials shall make available to the Committee on Ethical and Professional Practices, within 90 days of the date of occurrence, full details of all significant purchases, trades, and gifts or sales of art objects.

To aid in the administration of these Code of Ethics, the Art Center shall have the option to purchase from an Official at his/her cost, including related expenses, any art object such Official has acquired under circumstances that involve a known conflict of interest. The option to purchase shall be exercised by the Art Center within 90 days of disclosure by the Official to the joint Committee on Ethical and Professional Practices of the facts involved, whether by voluntary action of the Official or by action of the Committee, which request all pertinent details for its consideration. The right of the Art Center to acquire

from an Official shall not extend to art objects collected prior to the date he/she became an Art Center Official.

While it is expected that the foregoing and other requirements of these Code of Ethics will be effective in minimizing or eliminating conflicts of interest, it is suggested that where serious doubt exists as to the presence of a conflict, the Official should present full details orally or by written submission to the joint Committee on Ethics and Professional Practices for a determination prior to proceeding with the contemplated transaction.

### **C. Art Dealing**

No Official (as defined in IIB above) shall act as an art dealer. Upgrading a personal collection by occasional trades or purchases is not considered dealing in works of art. The acquisition and deletion of objects from a personal collection may require disclosure as set forth in this Code of Ethics (see IIB).

While the sale of art objects from an exhibition is allowed, the Art Center must never take this into consideration in determining the selection of artworks to be exhibited. While the Art Center will provide visitors with the price of an artwork which is included in an exhibition when requested, the Art Center does not allow prices to be included on labels or in galleries except as part of a fundraising event by the Art Center Association of Sioux City or on artworks consigned to the gift shop and featured in the shop or as part of a gift shop exhibition in the Gardner Conference Room. Gift shop exhibitions, while not a part of the regular exhibition program, must be selected to avoid a conflict of interest or even the appearance of a conflict of interest.

### **D. Personal Gifts**

By law all personal gifts to Trustees and staff from artists, dealers and suppliers with whom the Art Center has transactions shall be limited to nominal value of \$3.00. Gifts of art to the above are treated as gifts to the Art Center and may be accessioned into the permanent collection by the Art Center Director's nomination and subsequent approval first by the Collections Committee, and then by the Association Board. While not by law, gifts to Directors should also be treated in a similar manner.

## **VI. General Policies**

### **A. Professionalism**

Members of the Art Center's administration and its governing entities should respect the professional expertise of staff members, who are engaged because of their special knowledge or ability in some aspect of museum activity. Art Center governance should be structured so that the resolution of issues involving professional matters incorporates the opinions and professional judgments of relevant members of the museum staff. Responsibility for the final decisions will normally rest with the Art Center's administration.

## **B. Personnel Practices and Equal Opportunity**

In all matters relating to staffing practices, the standard should be ability in the relevant discipline. In these matters, as well as in the Directors/Trustees selection, management practices, volunteer opportunity, collections usage, and relationship with the public at large, decisions must not be made on the basis of discriminatory factors such as race, color, creed, sex, age, handicap, or personal orientation.

## **C. Interpersonal Relationships**

Professional museum workers must always be dedicated to the high standards and discipline of their profession, but they must also remain mindful that they are employees as well as independent experts. While they must strive for professional excellence in their own specialty, they must at the same time remember that they are part of a team effort and must cooperate supportively with their colleagues.

## **D. Inter-institutional Cooperation**

The Art Center, in its goal of contributing to the preservation of humanity's cultural heritage and the increase of knowledge, should respond positively to opportunities for cooperative action with museums and other institutions nationally and internationally to further these goals.

## **E. Ownership of Scholarly Material**

Staff members are encouraged to write and publish both for the Art Center and on their own. Ownership of copyright rests with the Art Center on all material prepared as 1) part of the normal duties of the staff member; or 2) specially contracted, unless exceptional arrangement is made prior to publication. Ownership of copyright for works done on the staff member's own time remains his/her possession, but such work must satisfy the outside employment guideline (see IID above).

## **F. Use of Museum Property and Services**

No person may use the Art Center's collections, facilities, personnel, or services in any non-Art Center matter or context without the express prior consent of the Art Center Director.

## **G. Personal Property**

All personal property brought by and used by Official at the Art Center must be registered in order to avoid the issue of ownership and the right of the Official to remove the property at a future date.

## **VII. Donors**

Those individuals, families and organizations that provide voluntary philanthropic gifts and grants in fulfillment of the mission, goals and future plans of the Art Center must be assured of the confidence in the management productivity of their expected commitments. To these ends the Art Center is committed to:

1. informing donors of the organization's mission, of the way it intends to use the donated resources, and of its capacity to use donations effectively for their intended purposes;
2. informing donors of the identity of those serving on the organization's governing boards, and to expect that the board exercise prudent judgment in its stewardship responsibilities;
3. providing donors access to the organization's most recent financial statements;
4. honoring donors with appropriate acknowledgement and recognition;
5. reassuring donors that information about their donations is handled with respect and confidentiality to the extent provided by law.

## **VIII. Establishment of Committee on Professional Practices**

There is herewith established a committee to be known as the Committee on Ethical and Professional Practices of the Art Center.

### **A. Members**

### **B. Operation**

The Committee shall establish in writing its own rules of procedure, including provision for an adequate record of all meetings and actions of the Committee, copies of which shall be furnished to the members of the Committee and shall be available in the office of the Art Center Director.

### **C. Duties**

The Committee shall review material and reports submitted on acquisitions, sales, gifts, trades, personal collecting, and the other matters within its jurisdiction. Upon its own motion or upon receipt orally or in writing of specific problems or requests, the Committee shall convene to review the matters and, where appropriate, issue written recommendations to the City Council or the Directors as appropriate.

Material filed with or submitted to the Committee will constitute a part of the file of Art Center. The Committee may grant confidential treatment of submitted material to the extent appropriate to aid in the proper discharge of its functions and in consonance with law and the public interest.

The Committee shall transmit a report of its activities to both the City Council and Art Center Association Directors promptly after June 30 of each year or more frequently upon the written request of either entity.



**CONFIDENTIAL**

**To be viewed by the City Council only.  
Not for public use.**

**Please return this form with your application to the  
City Clerk's Office, all information will be kept confidential.**

Name: \_\_\_\_\_

Board/Commission/Committee applied for: \_\_\_\_\_

Have you been convicted of a crime other than a simple traffic misdemeanor in the last ten (10) years? (A conviction will not necessarily disqualify an applicant from appointment.)

**Yes      No**

If **yes**, please explain and include the type of offense and the place and date of conviction.

Will this conviction or the circumstances leading to the conviction affect your ability to perform the duties of a member of the Board, Commission or Committee?

**Yes      No      Not Applicable**

*By typing my name in the box below I am offering my digital signature in lieu of my handwritten signature. I understand that my digital signature carries the same legal bindings as my handwritten signature.*

Signature: /s/ \_\_\_\_\_ Date: \_\_\_\_\_

**Misrepresentations on this application will constitute just cause for  
removal of an appointee. If you fail to answer all the questions,  
the City Council may not consider your application.**

**THE FOLLOWING MEMO IS FOR INFORMATION ONLY.  
IF YOU ARE APPOINTED AS A  
BOARD, COMMISSION, OR COMMITTEE MEMBER  
YOU WILL BE ASKED TO FILL OUT THE DISCLOSURE OF INTEREST FORM.  
THANK YOU!**



## **MEMO *City of Sioux City***

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**TO** : All City Council Appointed Board, Commission and Committee Members

**FROM** : Lisa McCardle, City Clerk

**DATE** : June 30, 2015

**RE** : **DISCLOSURE OF INTEREST**

All City Council appointed Board, Commission and Committee Members are required by Iowa Code 403.16 to disclose any interest they may have in property located in areas that have been designated as Urban Renewal areas.

The following areas are in force at this time:

- Greenville
- Jones Street
- Pierce Street Corridor
- Rose Hill
- Combined CBD.
- Combined Floyd River
- Donner Park
- Teton

Please review the attached information to determine whether the ownership of your property requires you to complete a disclosure form. If so, please complete the form and return it to The City Clerk's Office. If you are not sure if your property falls within one of these areas, please call Amy Keairns at 712.279.6255.



DISCLOSURE OF INTEREST

I, \_\_\_\_\_, being:

(Check one)

\_\_\_\_\_ an elected official of the City of Sioux City, Iowa,

\_\_\_\_\_ an appointed member of the \_\_\_\_\_ of the City of Sioux City, Iowa,

\_\_\_\_\_ an employee of the City of Sioux City, Iowa,

pursuant to Section 403.16 of the Code of Iowa, do hereby file the following Disclosure Statement relating to interest in property I have in the area of Sioux City Urban Renewal.

1. REAL PROPERTY INTEREST:

Type and Description

Date Acquired

2. PERSONAL PROPERTY INTEREST:

Type and Description

Date Acquired

3. EMPLOYMENT INTEREST: (Applicable only to City Council, Planning and Zoning Commission, or City Employees employed by a firm having interest in project property.)

\_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Name of Firm

Nature of Duties

Date Employed

4. BUSINESS OR INVESTMENT INTEREST:

Type and Description

% of Interest

Date Acquired

Corporate: \_\_\_\_\_

Partnership: \_\_\_\_\_

Proprietor: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

5. ADDITIONAL OR EXPLANATORY INFORMATION:

Dated at Sioux City, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_  
(Employees Only)

### 362.5 Interest in public contract prohibited — exceptions.

1. When used in [this section](#), “contract” means any claim, account, or demand against or agreement with a city, express or implied.
2. A city officer or employee shall not have an interest, direct or indirect, in any contract or job of work or material or the profits thereof or services to be furnished or performed for the officer’s or employee’s city. A contract entered into in violation of [this section](#) is void.
3. The provisions of [this section](#) do not apply to:
  - a. The payment of lawful compensation of a city officer or employee holding more than one city office or position, the holding of which is not incompatible with another public office or is not prohibited by law.
  - b. The designation of a bank or trust company as a depository, paying agent, or for investment of funds.
  - c. An employee of a bank or trust company, who serves as treasurer of a city.
  - d. Contracts made by a city, upon competitive bid in writing, publicly invited and opened.
  - e. Contracts in which a city officer or employee has an interest solely by reason of employment, or a stock interest of the kind described in paragraph “i”, or both, if the contracts are made by competitive bid in writing, publicly invited and opened, or if the remuneration of employment will not be directly affected as a result of the contract and the duties of employment do not directly involve the procurement or preparation of any part of the contract. The competitive bid qualification of this paragraph does not apply to a contract for professional services not customarily awarded by competitive bid.
  - f. The designation of an official newspaper.
  - g. A contract in which a city officer or employee has an interest if the contract was made before the time the officer or employee was elected or appointed, but the contract may not be renewed.
  - h. Contracts with volunteer fire fighters or civil defense volunteers.
  - i. A contract with a corporation in which a city officer or employee has an interest by reason of stockholdings when less than five percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by the officer or employee or the spouse or immediate family of such officer or employee.
  - j. Contracts not otherwise permitted by [this section](#), for the purchase of goods or services by a city having a population of more than two thousand five hundred, which benefit a city officer or employee, if the purchases benefiting that officer or employee do not exceed a cumulative total purchase price of one thousand five hundred dollars in a fiscal year.
  - k. Contracts not otherwise permitted by [this section](#) for the purchase of goods or services by a city having a population of two thousand five hundred or less, which benefit a city officer or employee, if the purchases benefiting that officer or employee do not exceed a cumulative total purchase price of two thousand five hundred dollars in a fiscal year.
  - l. Franchise agreements between a city and a utility and contracts entered into by a city for the provision of essential city utility services.
  - m. A contract that is a bond, note, or other obligation of the city and the contract is not acquired directly from the city, but is acquired in a transaction with a third party who may or may not be the original underwriter, purchaser, or obligee of the contract.

[R60, §1122; C73, §490; C97, §943; S13, §668, 879-q, 1056-a31; C24, 27, 31, 35, 39, §5673, 6534, 6710; C46, 50, §363.47, 416.58, 420.20; C54, 58, 62, 66, 71, 73, §368A.22; C75, 77, 79, 81, §362.5] 84 Acts, ch 1228, §1, 2; 87 Acts, ch 203, §1, 2; 88 Acts, ch 1246, §2, 3; 90 Acts, ch 1209, §5, 6; 91 Acts, ch 60, §1, 2; 92 Acts, ch 1036, §1; 2003 Acts, ch [36.54.5](#); 2010 Acts, ch [1061.148](#) Section amended

### 362.6 Conflict of interest.

A measure voted upon is not invalid by reason of conflict of interest in an officer of a city, unless the vote of the officer was decisive to passage of the measure. If a specific majority or unanimous vote of a municipal body is required by statute, the majority or vote must be computed on the basis of the number of officers not disqualified by reason of conflict of interest. However, a majority of all members is required for a quorum. For the purposes of [this section](#), the statement of an officer that the officer declines to vote by reason of conflict of interest is conclusive and must be entered of record. [C71, 73, §368A.25; C75, 77, 79, 81, §362.6]

### 403.16 Personal interest prohibited. (See Urban Renewal Map attached.)

No public official or employee of a municipality, or board or commission thereof, and no commissioner or employee of an urban renewal agency, which has been vested by a municipality with urban renewal

project powers under [section 403.14](#), shall voluntarily acquire any personal interest, as hereinafter defined, whether direct or indirect, in any urban renewal project, or in any property included or planned to be included in any urban renewal project of such municipality, or in any contract or proposed contract in connection with such urban renewal project. Where such acquisition is not voluntary, the interest acquired shall be immediately disclosed in writing to the local governing body, and such disclosure shall be entered upon the minutes of the governing body. If any such official, commissioner or employee presently owns or controls, or has owned or controlled within the preceding two years, any interest, as hereinafter defined, whether direct or indirect, in any property which the official, commissioner or employee knows is included or planned to be included in an urban renewal project, the official, commissioner or employee shall immediately disclose this fact in writing to the local governing body, and such disclosure shall be entered upon the minutes of the governing body; and any such official, commissioner or employee shall not participate in any action by the municipality, or board or commission thereof, or urban renewal agency affecting such property, as the terms of such proscription are hereinafter defined. For the purposes of [this section](#) the following definitions and standards of construction shall apply:

1. “Action affecting such property” shall include only that action directly and specifically affecting such property as a separate property but shall not include any action, any benefits of which accrue to the public generally, or which affects all or a substantial portion of the properties included or planned to be included in such a project.
2. Employment by a public body, its agencies, or institutions or by any other person having such an interest shall not be deemed an interest by such employee or of any ownership or control by such employee of interests of the employee’s employer. Such an employee may participate in an urban renewal project so long as any benefits of such participation accrue to the public generally, such participation affects all or a substantial portion of the properties included or planned to be included in such a project, or such participation promotes the public purposes of such project, and shall limit only that participation by an employee which directly or specifically affects property in which an employer of an employee has an interest.
3. The word “participation” shall be deemed not to include discussion or debate preliminary to a vote of a local governing body or agency upon proposed ordinances or resolutions relating to such a project or any abstention from such a vote.
4. The designation of a bank or trust company as depository, paying agent, or agent for investment of funds shall not be deemed a matter of interest or personal interest.
5. Stock ownership in a corporation having such an interest shall not be deemed an indicia of an interest or of ownership or control by the person owning such stocks when less than five percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by such person.
6. The word “action” shall not be deemed to include resolutions advisory to the local governing body or agency by any citizens group, board, body, or commission designated to serve a purely advisory approving or recommending function under [this chapter](#).
7. The limitations of [this section](#) shall be construed to permit action by a public official, commissioner, or employee where any benefits of such action accrue to the public generally, such action affects all or a substantial portion of the properties included or planned to be included in such a project, or such action promotes the public purposes of such project, and shall be construed to limit only that action by a public official, commissioner, or employee which directly or specifically affects property in which such official, commissioner, or employee has an interest or in which an employer of such official, commissioner, or employee has an interest. Any disclosure required to be made by [this section](#) to the local governing body shall concurrently be made to an urban renewal agency which has been vested with urban renewal project powers by the municipality pursuant to the provisions of [section 403.14](#). No commissioner or other officer of any urban renewal agency, board or commission exercising powers pursuant to [this chapter](#) shall hold any other public office under the municipality, other than the commissionership or office with respect to such urban renewal agency, board or commission. Any violation of the provisions of [this section](#) shall constitute misconduct in office, but no ordinance or resolution of a municipality or agency shall be invalid by reason of a vote or votes cast in violation of the standards of [this section](#) unless such vote or votes were decisive in

the passage of such ordinance or resolution. [C58, 62, 66, 71, 73, 75, 77, 79, 81, §403.16]

#### **403A.22 Personal interest prohibited.**

No public official or employee of a municipality or board or commission thereof and no commissioner or employee of a municipal housing agency which has been vested with municipal housing project powers under [section 403A.5](#), shall voluntarily acquire any personal interest, as hereinafter defined, whether direct or indirect, in any municipal housing project, or in any property included or planned to be included in any municipal housing project of such municipality, or in any contract or proposed contract in connection with such municipal housing project. Where such acquisition is not voluntary, the interest acquired shall be immediately disclosed in writing to the local governing body, and such disclosure shall be entered upon the minutes of the governing body. If any such official, commissioner or employee presently owns or controls, or has owned or controlled within the preceding two years, any interest, as hereinafter defined, whether direct or indirect, in any property which it is known is included or planned to be included in a municipal housing project, the commissioner shall immediately disclose this fact in writing to the local governing body, and such disclosure shall be entered upon the minutes of the governing body; and any such official, commissioner or employee shall not participate in any action by the municipality, or board or commission thereof affecting such property, as the terms of such proscription are hereinafter defined. For the purposes of [this section](#) the following definitions and standards of construction shall apply:

1. "Action affecting such property" shall include only that action directly and specifically affecting such property as a separate property but shall not include any action of which any benefits accrue to the public generally, or which affects all or a substantial portion of the properties included or planned to be included in such a project.
2. Employment by a state public body, its agencies, and institutions or by any other person as defined in [subsection 18](#) of [section 403.17](#), having such an interest shall not be deemed an interest by such employee or of any ownership or control by such employee of interests of the employee's employer. Such an employee may participate in a municipal housing project so long as any benefits of such participation accrue to the public generally, such participation affects all or a substantial portion of the properties included or planned to be included in such a project, or such participation promotes the public purposes of such project, and shall limit only that participation by an employee which directly or specifically affects property in which an employer of an employee has an interest.
3. The word "participation" shall be deemed not to include discussion or debate preliminary to a vote by a local governing body or agency upon proposed ordinances or resolutions relating to such a project or any abstention from such a vote.
4. The designation of a bank or trust company as a depository, paying agent, or agent for investment of funds shall not be deemed a matter of interest or personal interest.
5. Stock ownership in a corporation having such an interest shall not be deemed an interest of, or ownership or control by, the person owning such stocks when less than five percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by such person.
6. The word "action" shall not be deemed to include resolutions advisory to the local governing body or agency by any citizens group, board, body, or commission designated to serve a purely advisory function of approving or recommending under [this chapter](#).
7. The limitations of [this section](#) shall be construed to permit action by a public official, commissioner, or employee where any benefits of such action accrue to the public generally, such action affects all or a substantial portion of the properties included or planned to be included in such a project, or such action promotes the public purposes of such project, and shall be construed to limit only that action by a public official, commissioner, or employee which directly or specifically affects property in which such official, commissioner, or employee has an interest or in which an employer of such official, commissioner, or employee has an interest. Any violation of the provisions of [this section](#) shall constitute misconduct in office, but no ordinance or resolution of a municipality or agency shall be invalid by reason of a vote or votes cast in violation of the standards of [this section](#) unless such vote or votes were decisive in the passage of such ordinance or resolution. [C62, 66, 71, 73, 75, 77, 79, 81, §403A.22] 2000

Acts, ch [1154](#), [§28](#) Prior actions in accord with this section legalized, 69 Acts, ch 238, §2

## **SPECIAL PROVISIONS APPLICABLE TO CIVIL SERVICE COMMISSION ONLY**

### **400.1 Appointment of commission.**

1. In cities having a population of eight thousand or over and having a paid fire department or a paid police department, the mayor, one year after a regular city election, with the approval of the council, shall appoint three civil service commissioners. The mayor shall publish notice of the names of persons selected for appointment no less than thirty days prior to a vote by the city council. Commissioners shall hold office, one until the first Monday in April of the second year, one until the first Monday in April of the third year, and one until the first Monday in April of the fourth year after such appointment, whose successors shall be appointed for a term of four years. In cities having a population of more than seventy thousand, the city council may establish, by ordinance, the number of civil service commissioners at not less than three.

2. For the purpose of determining the population of a city under [this chapter](#), the federal census conducted in 1980 shall be used. [SS15, §1056-a32; C24, 27, 31, 35, 39, §5689; C46, 50, 54, 58, 62, 66, 71, 73, §365.1; C75, 77, 79, 81, §400.1]

92 Acts, ch 1118, §1; 95 Acts, ch [114](#), [§3](#); 97 Acts, ch [162](#), [§ 1](#), [9](#); 98 Acts, ch [1100](#), [§55](#); 2002 Acts, ch [1134](#), [§108](#), [115](#); 2007 Acts, ch [127](#), [§1](#); 2009 Acts, ch [111](#), [§1](#)

### **400.2 Qualifications — prohibited contracts.**

1. The commissioners must be citizens of Iowa, eligible electors as defined in [chapter 39](#), and residents of the city preceding their appointment, and shall serve without compensation. A person, while on the commission, shall not hold or be a candidate for any office of public trust. However, when a human rights commission has been established by a city, the director of the commission shall ex officio be a member, without vote, of the civil service commission.

2. Civil service commissioners, with respect to the city in which they are commissioners, shall not do any of the following:

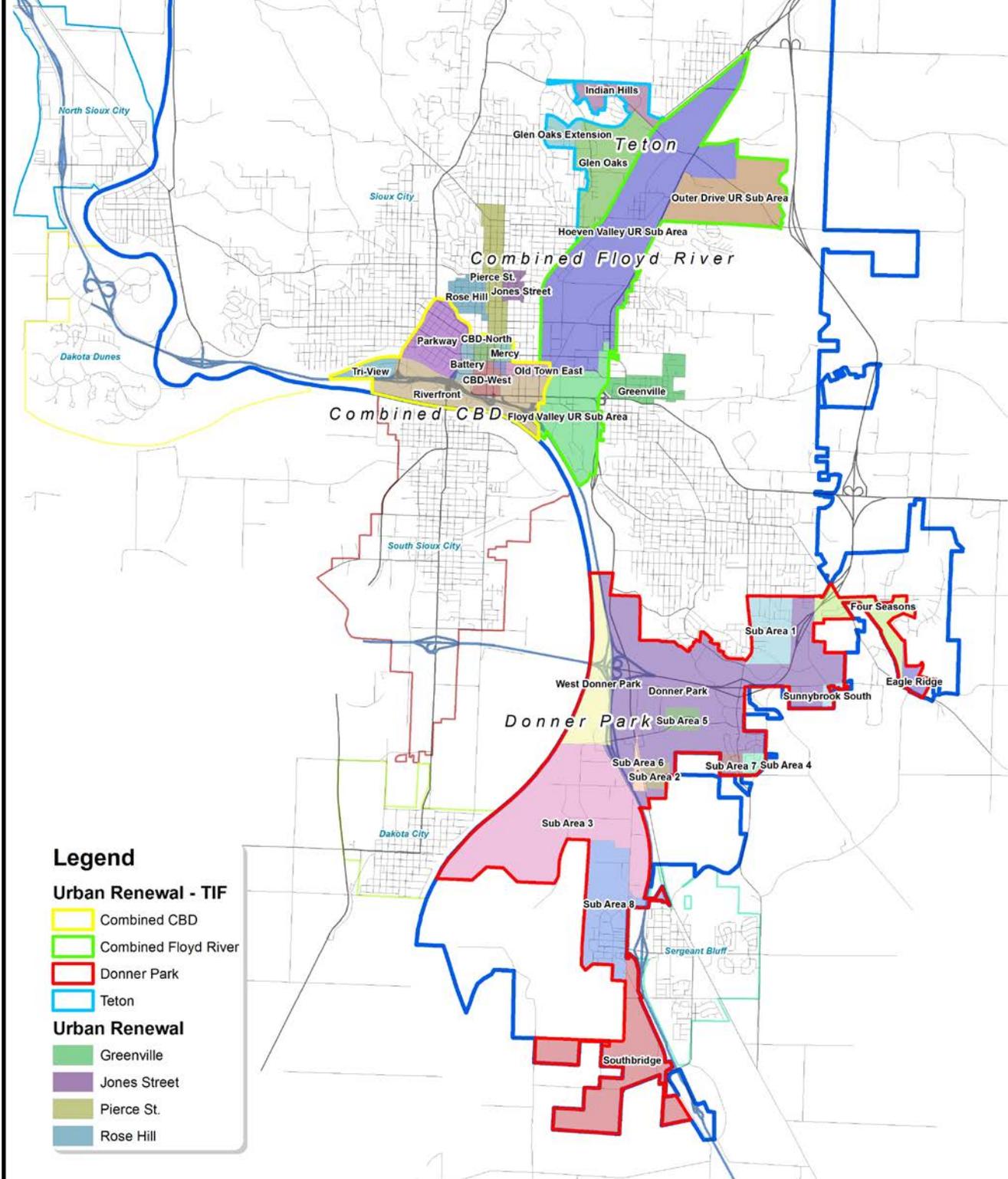
- a. Sell to, or in any manner become parties, directly or indirectly, to any contract to furnish supplies, material, or labor to the city unless the sale is made or the contract is awarded by competitive bid in writing, publicly invited and opened.
- b. Have an interest, direct or indirect, in any contract or job of work or material or the profits thereof or services to be furnished or performed for the city unless the contract or job is awarded by competitive bid in writing, publicly invited and opened.

3. A contract entered into in violation of [subsection 2](#) is void.

4. A violation of the provisions contained in [subsection 2](#) is a simple misdemeanor. [SS15, §1056-a32; C24, 27, 31, 35, 39, §5690; C46, 50, 54, 58, 62, 66, 71, 73, §365.2; C75, 77, 79, 81, §400.2]

86 Acts, ch 1138, §1; 89 Acts, ch 21, §1; 2009 Acts, ch [111](#), [§2](#); 2010 Acts, ch [1019](#), [§1](#)  
Subsection 2, paragraphs a and b amended

# Sioux City Urban Renewal Districts



## Legend

### Urban Renewal - TIF

- Combined CBD
- Combined Floyd River
- Donner Park
- Teton

### Urban Renewal

- Greenville
- Jones Street
- Pierce St.
- Rose Hill