



AICP Code of Ethics and Professional Conduct

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This AICP Code of Ethics and Professional Conduct serves three purposes: first, defining the aspirational principals for all those who participate in the planning process, whether as planners, as advisory bodies, or as decision-makers (Section A); second, defining the rules of practice and behavior to which all members of the American Institute of Certified Planners are held accountable (Section B); and third, defining the procedures for enforcement of these rules (Section C, D, and E).

Our primary obligation as planners and active participants in the planning process is to **serve the public interest** and these principles should be used to help further that purpose. All who engage in the planning process should seek to achieve high standards of integrity, proficiency, and knowledge. For AICP planners, both the principles and the rules are intended to be used as a whole.

An ethical judgment often requires a conscientious balancing, based on the facts and context of a particular situation as well as a conscientiously attained concept of the public interest that is formulated through continuous and open debate. All those who participate in planning should be committed to upholding both the spirit and the letter of this Statement.

To meet our obligation to the public, we aspire to the following principles:

Section A: Principles to Which We Aspire

1. People who participate in the planning process shall continuously pursue and faithfully serve the public interest.

- a) ¹Examine our own cultures and professional positions in an effort to reveal and understand our biases and privileges as an essential first step so we can better serve a truly inclusive public interest.
- b) Be conscious of the rights of others. Develop skills that enable better communication and more effective, respectful, and compassionate planning efforts with each community, including LGBTQ+ community, the indigenous community and each community of color. Respect the experience and history of each of these communities. ²
- c) Have special concern for the long-range consequences of present actions.
- d) Pay special attention to the interrelatedness of decisions and their unintended consequences. ^{3 4 5 6}
- e) ⁷Incorporate equity principles and strategies as the foundation for preparing plans and implementation programs to achieve more socially just decision-making. Implement, for existing plans, regulations, policies and procedures, changes which can help overcome historical impediments to racial and social equity. Develop metrics and track plan



1 implementation over time to measure progress toward achieving more equitable
2 outcomes.

- 3 f) Systematically and critically analyze ethical issues in the practice of planning. Strengthen
4 organizational capabilities to apply ethical principles in serving the public. This should
5 include establishing procedures that promote ethical behavior and holding individuals
6 and organizations accountable for their conduct.^{8 9 10}

7 **2. People who participate in the planning process shall do so with integrity.**

- 8 a) Provide timely, adequate, clear, and accurate information on planning issues to all
9 affected persons, to governmental bodies, and to the public, to clients and decision
10 makers.
- 11 b) Facilitate the exchange of ideas and ensure that people have the opportunity for
12 meaningful, timely, and informed participation in the development of plans and programs
13 that may affect them. Participation should be broad enough to include those who lack
14 formal organization or influence, or have historically been marginalized. Attention and
15 resources should be given to issues of equity, diversity, and inclusion and should reflect
16 the diversity of the community.
- 17 c) Promote excellence of design and endeavor to conserve and preserve the integrity and
18 heritage of the natural and built environment. Use principles of sustainability and
19 resilience as guiding influences in our work.
- 20 d) Identify the human consequences as well as the environmental consequences of
21 alternative actions including the short and long-term costs and benefits. Identify social
22 and cultural values which should be preserved as well as natural elements.
- 23 e) Enhance our professional education and training in our career as well as in our ability to
24 work as a participant in the planning process.
- 25 f) Educate the public about planning issues and their relevance to everyone's lives.
- 26 g) Describe and comment on the work and views of other professionals in a fair and
27 professional manner.
- 28 h) Respect the rights of all persons and not discriminate against or harass others.^{11 12 13 14 15}
29 ^{16 17 18 19 20}

30 **3. People who participate in the planning process shall work to achieve social**
31 **justice and racial equity.²¹**

- 32 a) Accept our unique responsibility to eliminate historic patterns of inequity tied to planning
33 decisions represented in documents such as zoning ordinances and land use plans.
34 Recognize that current segregated patterns of residency and income distribution are the
35 result of historical and systemic trends as well as individual decisions. Create plans that
36 ensure equitable access to resources and opportunities which, in turn, structure
37 prospects for upward economic mobility and an enhanced quality of life.
- 38 b) Seek social justice by identifying and working to expand choice and opportunity for all



1 persons, emphasizing our special responsibility to plan for the needs of those who have
2 been marginalized or disadvantaged and to promote racial and economic equity. We shall
3 urge the alteration of policies, institutions, and decisions that oppose such needs.

- 4 c) Recognize and work to mitigate the impacts of existing plans and procedures that results
5 in patterns of discrimination, displacement, or environmental injustice. Plan for
6 anticipated public and private sector investment in historically low-income
7 neighborhoods to ensure benefits defined by the local community. Include an increase
8 in the supply and quality of affordable housing and improving services and facilities while
9 ensuring access by all residents.
- 10 d) Promote the inherent rights of indigenous people and help to ensure control by
11 indigenous peoples over developments affecting them and their lands and resources.

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13 **4. People who participate in the planning process shall safeguard the public**
14 **trust.**

- 15 a) Deal fairly with all participants in the planning process.
- 16 b) Exercise fair, honest, skilled, informed and independent professional judgment.
- 17 c) Not let any official action be influenced by personal relationships.²²
- 18 d) Serve as advocates for the public or private sector only when the client’s objectives are
19 legal and consistent with the public interest.
- 20 e) Avoid a conflict of interest or even the appearance of a conflict of interest in accepting
21 assignments from clients or employers.
- 22 f) Make public disclosure of all personal interests that a planning process participant may
23 have regarding any decision to be made in the planning process in which they serve, or
24 are requested to serve, as advisor or decision-maker. Define personal interest broadly to
25 include any actual or potential benefits or advantages that they, a spouse, family member,
26 or person living in their household might directly or indirectly obtain from a planning
27 decision. If at all possible, abstain completely from direct or indirect participation as an
28 advisory or decision-maker in any matter in which there is a personal interest, and leave
29 any chamber in which such a matter is under deliberation.²³
- 30 g) Neither seek nor accept any gifts or favors, nor offer any, under circumstances in which it
31 might reasonably be inferred that the gifts or favors were intended or expected to
32 influence a participant’s objectivity as an advisor or decision-maker in the planning
33 process.²⁴
- 34 h) Not participate in any matter unless adequately prepared and able to render thorough
35 and diligent services.²⁵
- 36 i) Not commit a deliberately wrongful act which reflects adversely on the planning
37 process.²⁶
- 38 j) Not seek business by stating or implying the ability or willingness to influence decisions



1 by improper means.²⁷

2 k) Expose corruption wherever discovered.²⁸

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5 **5. Practicing planners shall improve planning knowledge and increase public**
6 **understanding of planning activities.**

7 a) Contribute to the development of, and respect for, our profession by improving
8 knowledge and techniques, and sharing the results of experience and research that
9 contribute to the body of planning knowledge. Make work relevant to solving community
10 problems, and increase the public's understanding of planning activities.

11 b) Examine the applicability of planning theories, methods, research, and standards to the
12 facts and analysis of each particular situation and not accept the applicability of a
13 customary solution without first establishing its appropriateness to the situation.

14 c) Strive to achieve high standards of professionalism, including integrity, knowledge, and
15 professional development.

16 d) Work to recognize the value and the respect for the AICP credential and those that
17 achieve and maintain it.²⁹

18 e) Increase the opportunities for members of underrepresented groups to become
19 professional planners.

20 f) Contribute to the advancement of the planning profession. Contribute time and resources
21 to the professional development of students, interns, beginning professionals, and other
22 colleagues. Help women and other underrepresented groups advance in the profession
23 and achieve the AICP credential.³⁰

24 g) Contribute time and effort to our communities, particularly to those groups lacking in
25 adequate planning resources, through pro bono planning activities.



<h2>Section B: Our Rules of Conduct</h2> <p>We adhere to the following Rules of Conduct, and we understand that our Institute will enforce compliance with them. If we fail to adhere to these Rules, we could receive sanctions, the ultimate being the loss of our certification:</p>	
<h3>Quality and Integrity of Practice</h3>	
1. We shall not deliberately or with reckless indifference fail to provide adequate, timely, clear and accurate information on planning issues.	Former Rule 1
2. We shall not accept an assignment from a client or employer when the services to be performed involve conduct that we know to be illegal or in violation of these rules.	Former Rule 2
3. We shall not accept work beyond our professional competence unless the client or employer understands and agrees that such work will be performed by another professional competent to perform the work and acceptable to the client or employer.	Former Rule 15
4. We shall not accept work for a fee, or pro bono, that we know cannot be performed with the promptness required by the prospective client, or that is required by the circumstances of the assignment.	Former Rule 16
5. We shall not direct or coerce other professionals to make analyses or reach findings not supported by available evidence.	Former Rule 18
6. We shall neither deliberately, nor with reckless indifference, commit any wrongful act, whether or not specified in the Rules of Conduct, that reflects adversely on our professional fitness.	Former Rule 25
7. We shall not deliberately, nor with indifference, fail to promote and accommodate public participation in the planning process.	New Rule
<h3>Conflict of Interest</h3>	
7.8. We shall not, as public officials or employees, accept from anyone other than our public employer any compensation, commission, rebate, or other advantage that may be perceived as related to our public office or employment.	Former Rule 5
8.9. We shall not perform work on a project for a client or employer if, in addition to the agreed upon compensation from our client or employer, there is a possibility for direct personal or financial gain to us, our family members, or persons living in our household, unless: a) our client or employer, after full prior written disclosure from us, consents in writing to the arrangement; and b) we make full disclosure of the potential conflict part on the public record at every public meeting and in all written reports related to the work.	Former Rule 6, strengthening the transparency of a potential conflict without penalizing planners in small communities or where there are other limitations



	to available planning expertise.
Improper Influence/Abuse of Position	
<u>9-10.</u> We shall not, as public officials or employees, engage in private communications with planning process participants if the discussions relate to a matter over which we have authority to make a binding, final determination, unless such private communication is necessary as part of the due diligence for administrative or regulatory review or is disclosed to all planning process participants in advance of any binding determination. if such private communications are prohibited by law or by agency rules, procedures, or custom.	Former Rule 8
10-11. We shall not engage in private communications with decision makers in the planning process in any manner prohibited by law or by agency rules, procedures, or custom.	Former Rule 9
11-12. We shall not sell, or offer to sell, services by stating or implying an ability to influence decisions by improper means.	Former Rule 13
12-13. We shall not use the power of any office to seek or obtain a special advantage that is not a matter of public knowledge or is not in the public interest.	Former Rule 14
Honesty and Fair Dealing	
24-14. We shall not disclose or use to our personal advantage, or discloser or that of a subsequent client or employer, information gained in a professional relationship that the client or employer has requested be held inviolate or that we should recognize as confidential because its disclosure could result in detriment to the client or employer. Nor shall we disclose such confidential information, except when disclosure is required: (1) required by process of law, or (2) required to prevent a clear violation of law, or (3) required to prevent a substantial injury to the public. Disclosure pursuant to (2) and (3) shall not be made until after we have assessed and verified the facts and issues involved and, when practicable, exhausted efforts to obtain reconsideration of the matter and have sought separate opinions on the issue from other qualified professionals employed by our client or employer.	Former Rule 7 with modifications
13-15. We shall neither deliberately, nor with reckless indifference, misrepresent the qualifications, views and findings of other professionals.	Former Rule 10
14-16. We shall not solicit prospective clients or employment through use of false or misleading claims, harassment, or duress.	Former Rule 11



<p>15.17. We shall not misstate our education, experience, training, or any other facts which are relevant to our professional qualifications.</p>	Former Rule 12
<p>16.18. We shall not use the product of others' efforts to seek professional recognition or acclaim intended for producers of original work.</p>	Former Rule 17
<p>17.19. We shall not fail to disclose the interests of our client or employer when participating in the planning process. Nor shall we participate in an effort to conceal the true interests of our client or employer.</p>	Former Rule 19
Responsibility to Employer	
<p>18.20. We shall not, as paid employees, undertake other employment in planning or a related profession, whether or not for pay financial remuneration, without having made full written disclosure to the employer who furnishes our salary pay and having received subsequent written permission to undertake additional employment, unless our employer has a written policy which expressly dispenses with a need to obtain such consent. In no case shall a planner engage in any outside work including but not limited to activities that support real estate development that would create an actual or perceived conflict of interest.</p>	Former Rule 4 addressing consultations or different employer rules that may engender different interpretations.
<p>21. 21. We shall not accept an assignment from a client or employer to publicly advocate a position on a planning issue that is significantly different to a position we publicly advocated for a previous client or employer within the past three years unless (1) we determine in good faith after consultation with other qualified professionals the AICP Ethics Officer that our change of position will not cause present detriment to our previous client or employer, and (2) we make full written disclosure of the conflict to our current client or employer and receive written permission to proceed with the assignment, including the results of the consultation with the AICP Ethics Officer, and indicate we intend to proceed.</p>	Former Rule 3
Discrimination/Harassment	
<p>19.22. We shall not unlawfully discriminate against another person. We shall not deliberately or with indifference commit, condone or ignore an act of oppression, unjust or prejudicial discrimination or sexual harassment, intimidation, humiliation, degradation or other offenses against the dignity of others.</p>	Former Rule 20 revised to address discrimination (beyond <u>unlawful</u> discrimination) and Harassment
Bringing a Charge/Lack of Cooperation with Ethics Officer	



<p>20-23. We shall not withhold cooperation or information from the AICP Ethics Officer or the AICP Ethics Committee if a charge of ethical misconduct has been filed against us <u>or if it is determined by the Ethics Officer or Ethics Committee that we have information/knowledge relevant to a charge filed against another AICP member.</u></p>	<p>Former Rule 21 Proposed to address a member impeding and investigation of another planner</p>
<p>21-24. We shall not <u>harass,</u> retaliate or threaten retaliation against a person who has filed a charge of ethical misconduct against us or another planner, or who is cooperating in the Ethics Officer's investigation of an ethics charge.</p>	<p>Former Rule 22 Updated to include harassment</p>
<p>22-25. 23 We shall not use the threat of filing an ethics charge in order to gain, or attempt to gain, an advantage in dealings with another planner. 24. We shall not file a frivolous charge of ethical misconduct against another planner. <u>We shall not use the AICP ethics process for any inappropriate purpose, including threatening to file an ethics charge against another planner for personal gain or filing of a frivolous complaint against another planner.</u></p>	<p>Combines the Former Rules 23, and 24</p>
<p>23-26. We shall not fail to immediately notify the Ethics Officer by both receipted Certified and Regular First-Class Mail if we are convicted of a "serious crime" as defined in Section E of the Code; nor immediately following such conviction shall we represent ourselves as Certified Planners or Members of AICP until our membership is reinstated by the AICP Ethics Committee pursuant to the procedures in Section E of the Code.</p>	<p>Former Rule 26</p>

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Section C: Advisory Opinions

1. Introduction

Any person, whether or not an AICP member, may seek informal advice from the Ethics Officer, and any AICP member may seek a formal opinion from the Ethics Committee, on any matter relating to the Code of Ethics and Professional Conduct. In addition, the Ethics Committee may, from time to time, issue opinions applying the Code to ethical matters relating to planning.

2. Informal Advice

- a) Any person with a question about whether specific conduct conforms to the Code of Ethics and Professional Conduct may seek informal advice from the Ethics Officer. Any such person should contact the Ethics Officer to arrange a time to discuss the issue. The Ethics Officer will endeavor



1 to schedule a call promptly and to provide the advice promptly.

2 b) Informal advice will be given orally. However, the Ethics Officer will keep a record of the issue
3 raised and the advice given.

4 c) Informal advice is intended to assist the person who seeks it, but it is not binding on AICP.
5 Nevertheless, the Ethics Committee will take it into consideration if the Committee is
6 subsequently called upon to consider a charge of misconduct against a Certified Planner who
7 relied on the advice.
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9 **3. Formal Advisory Opinions Requested by A Member**

10 a) Any AICP member with a question about whether specific conduct conforms to the Code of Ethics
11 and Professional Conduct may seek a formal opinion from the Ethics Committee. Any such
12 member should send a detailed description of the relevant facts and a clear statement of the
13 question to the Ethics Officer.

14 b) The Ethics Officer shall review each such request and determine whether there is sufficient
15 information to permit a fully informed response or whether additional information is required.

16 c) The Ethics Committee will not issue an Advisory Opinion if it determines that the request concerns
17 past conduct that may be the subject of a charge of misconduct. It may also decline to issue an
18 Advisory Opinion for any other reason. The Committee may, but is not required to, provide a
19 reason for a decision not to issue an opinion.

20 d) If the Ethics Committee determines to issue an Advisory Opinion, it will endeavor to do so within
21 ninety (90) days after receiving all information necessary to the provision of the opinion. Every
22 Advisory Opinion will be in writing.

23 e) Any member who acts in compliance with a formal Advisory Opinion will have a defense to a
24 charge of misconduct that is based on conduct permitted by the Opinion.

25 f) The Ethics Committee, in its sole discretion, shall determine whether, and how, to publish any
26 formal Advisory Opinion. If the Committee determines to publish an Advisory Opinion, the
27 published Opinion will not, without appropriate consent, include the name or other identifying
28 information of any person except to the extent that identifying information is helpful in setting
29 forth the issue or in explaining the Committee's decision.

30 g) Any AICP member who believes that a published formal Advisory Opinion is incorrect or
31 incomplete may write to the Ethics Officer explaining the member's thinking and requesting
32 reconsideration. The Ethics Officer shall transmit all such communications to the Ethics
33 Committee. That Committee shall review such communications and determine what, if any,
34 changes to make. The decision of the Committee shall be final.

35 **4. Formal Advisory Opinions Issued Without Request of A Member**

36 a) The Ethics Committee may from time to time issue, without a request from a member, formal
37 Advisory Opinions relating to the Code of Ethics and Professional Conduct when it believes that
38 an Opinion will provide useful guidance to members.

39 b) All formal Advisory Opinions issued under this paragraph shall be in writing and shall be published



1 to the entire membership.

- 2 c) Any AICP member who believes that a formal Advisory Opinion issued under this paragraph is
3 incorrect or incomplete may write to the Ethics Officer explaining the member's thinking and
4 requesting reconsideration. The Ethics Officer shall transmit all such communications to the Ethics
5 Committee. That Committee shall review such communications and determine what, if any,
6 changes to make. The decision of the Committee shall be final.

7 **45. Annual Report of the Ethics Officer**

- 8 a) Prior to January 31 of each year, the Ethics Officer shall provide to the AICP Commission and to
9 the Ethics Committee an Annual Report of all formal Advisory Opinions and all interpretations of
10 the Code issued during the preceding calendar year. That report need not contain the full text of
11 each formal Advisory Opinion and interpretation of the Code.
- 12 b) The AICP Commission shall publish an Annual Report on ethics matters to the membership.

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14 **Section D: Adjudication of Complaints of Misconduct**

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16 **1. Filing a Complaint.**

- 17 a) Any person, whether or not an AICP member, may file an ethics complaint against a Certified
18 Planner. An ethics complaint shall be sent to the AICP Ethics Officer on a form developed by the
19 Ethics Officer and posted on the AICP website. The complaint must be signed and include contact
20 information so that the Ethics Committee and the Ethics Officer will know with whom to follow
21 up if questions arise or if the situation otherwise requires follow up. The person making the
22 complaint ("the complainant") may request confidentiality. The AICP will attempt to honor that
23 request. However, it cannot guarantee confidentiality and will disclose the identity of the
24 complainant if disclosure is needed in order to reach an informed result or otherwise to advance
25 the thoughtful consideration of the complaint. The complaint may be accompanied by a brief
26 cover letter.
- 27 b) The complaint shall identify the Certified Planner against whom the complaint is brought, describe
28 the conduct at issue, cite the relevant provision(s) of the Code of Ethics and Professional Conduct,
29 and explain the reasons that the conduct is thought to violate the Code.
- 30 c) The complaint should be accompanied by all relevant documentation available to the
31 complainant.
- 32 d) The Ethics Officer shall determine whether the complaint contains all information necessary to
33 making a fully informed decision. If the complaint does not contain all such information, the Ethics
34 Officer shall contact the complainant to try to obtain the information.
- 35 e) The Ethics Officer shall maintain, for use by the Ethics Committee, a log of all complaints against
36 Certified Planners.

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39 **2. Preliminary Review.**

- 40 a) The Ethics Officer shall review each complaint, together with any supporting documentation, to
41 make a preliminary determination of whether a violation may have occurred. Before making this



determination, the Ethics Officer may request from the complainant any additional information that the Officer deems relevant.

- b) Within thirty (30) days after receiving all information that the Ethics Officer deems necessary to make a preliminary determination, the Ethics Officer shall make a preliminary determination whether a violation may have occurred.
- c) If the preliminary determination of the Ethics Officer is that it is clear that no violation has occurred, the complaint shall be dismissed. The complainant shall be so notified. [The Appeal of the determination of the Ethics Officer is only available to members of AICP. If the complainant is a member of AICP, the](#) complainant shall have twenty (20) days from the date of notification to appeal the dismissal of the complaint to the Ethics Committee.
- d) If the preliminary determination of the Ethics Officer is that a violation may have occurred — or if, on appeal, the Ethics Committee reverses a preliminary dismissal, the Ethics Officer shall, within thirty (30) days, provide the complaint to the Certified Planner against whom the complaint was made ("the respondent"). The Ethics Officer shall request from the respondent a detailed response to the complaint, and any supporting documentation.

3. Fact Gathering

- a) The respondent shall have thirty (30) days from the date of notification from the Ethics Officer to provide a response to the complaint, as well as any supporting documentation. The Ethics Officer may extend this time, for good cause shown, for a period not to exceed fourteen (14) days.
- b) The Ethics Officer shall provide the response of the respondent to the complainant and shall give the complainant an opportunity to comment on the response within fourteen (14) days.
- c) If the Ethics Officer determines that additional information is needed from either the complainant or the respondent, the Ethics Officer shall attempt to obtain such information. The parties shall have fifteen (15) days to provide the requested additional information, with up to a fifteen (15) day extension at the discretion of the Ethics Officer if a request is made for additional time.

4. Exploration of Settlement

- a) At any point in the process, the Ethics Officer may, after consultation with the Ethics Committee, attempt to negotiate a settlement of the complaint in accordance with the Code of Ethics and Professional Conduct.
- b) The Ethics Committee shall be notified of — and permitted to comment on — any potential settlement at an early stage. Any settlement must be approved by the Ethics Committee before becoming final. Upon approval by the Ethics Committee, a settlement agreement shall be signed by the respondent and, where appropriate, by the complainant.
- c) If a negotiated settlement is approved by the Ethics Committee and is signed in accordance with paragraph 4-b, the matter will be concluded, and no further action will be taken by AICP.

5. Decision

- a) If neither the Ethics Officer nor the Ethics Committee determines to explore settlement or if the parties are unwilling to engage in settlement discussions or if a settlement is not reached, the Ethics Officer shall, after considering timely input from the parties, issue a written decision on the complaint. The Ethics Officer, at his or her sole discretion, may determine whether a hearing needs to be held. A hearing will be held by telephone or other electronic means unless all parties and the Ethics Officer agree that it should be held in person. The expenses of each party in



1 connection with any hearing, such as transcripts, travel, and attorneys' fees, will be borne by that
2 party.

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- 4 b) The Ethics Officer may determine that there is inadequate evidence of an ethics violation and
5 therefore dismiss the complaint. Alternatively, the Ethics Officer may find that there has been an
6 ethics violation. In either situation, the Ethics Officer shall explain the basis for the decision in a
7 written opinion that cites and discusses the relevant provision(s) of the Code of Ethics and
8 Professional Conduct.
- 9 c) If the decision is that there has been a violation, the Ethics Officer shall impose such discipline as
10 that Officer deems appropriate. The discipline may be: (1) a confidential letter of admonition, (2)
11 a public reprimand, (3) suspension of AICP membership, or (4) ~~expulsion from AICP~~ revocation.
12 The Ethics Officer shall explain the basis for the discipline imposed and may attach such
13 conditions, e.g. requirement to get additional ethics training, as the Officer deems just.
- 14 d) The Ethics Officer shall transmit the decision to the Ethics Committee and shall notify the parties
15 of the decision. However, the Ethics Officer may determine not to disclose the remedy to a
16 complainant who is not a member of AICP.
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18 6. Appeal

- 19 a) Only current members of AICP may appeal a determination of the Ethics Officer. Within thirty
20 (30) days after issuance of the written decision of the Ethics Officer, either the complainant or
21 respondent who is a current AICP member may appeal the decision to the Ethics Committee by
22 filing a timely written notice of appeal with the Ethics Officer.
- 23 b) If an appeal is timely filed, the party filing the appeal shall, within fourteen (14) days, provide the
24 Ethics Officer with a written statement as to the basis for the appeal. The Ethics Officer shall,
25 within ten (10) days, transmit that document to the party against whom the appeal is filed. That
26 party shall have thirty (30) days to provide the Ethics Officer with a written statement of his or
27 her position on the appeal. The Ethics Officer shall transmit all written statements of the parties
28 to the Ethics Committee within ten (10) days after the record is complete.
- 29 c) After receiving any timely filed statements of the parties, the Ethics Committee shall issue a
30 written decision on the appeal. Before issuing a decision, the Ethics Committee, in its sole
31 discretion, may consult with the Ethics Officer. The Ethics Committee may also, in its sole
32 discretion, determine whether to hold a hearing at which the parties may present their positions
33 and answer questions posed by the Committee. A hearing will be held by telephone or other
34 electronic means unless all parties and the Ethics Committee agree that it should be held in
35 person. The expenses of each party in connection with any hearing, such as transcripts, travel,
36 and attorneys' fees, will be borne by that party.
- 37 d) The Ethics Committee may (1) affirm the decision of the Ethics Officer; (2) affirm the decision but
38 impose a different remedy; (3) vacate the decision of the Ethics Officer and return the case to the
39 Ethics Officer for additional investigation, consideration of different Code sections or issues, or
40 any other follow up; or (4) vacate the decision of the Ethics Officer and issue its own decision.
- 41 e) A decision to affirm the decision of the Ethics Officer, to impose a different remedy, or to vacate
42 that decision and to issue the Ethics Committee's own decision shall be final.
- 43 f) If the decision is to return the case to the Ethics Officer for follow up, the Ethics Officer may seek
44 to explore settlement or may issue a decision consistent with the decision of the Ethics
45 Committee. Before issuing such a decision, the Ethics Officer may seek additional input from the
46 parties in a manner and format consistent with the Code of Ethics and Professional Conduct.



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3 **7. Effect of Dropping of Charges by Complainant or Resignation by Respondent**

- 4 a) If charges are dropped by the complainant, the Ethics Committee may, at its sole discretion, either
5 terminate the ethics proceeding or continue the process without the complainant.
6 b) If the respondent resigns from AICP or lets membership lapse after a complaint is filed but before
7 the case is finalized, the Ethics Committee may, at its sole discretion, either terminate the ethics
8 proceeding or continue the process. As in any situation, the Ethics Committee may also determine
9 to file a complaint with the appropriate law enforcement authority if it believes that a violation
10 of law may have occurred.

11 **8. Reporting**

- 12 a) Any written decision of the Ethics Committee may, at the discretion of the Committee, be
13 published and titled "Opinion of the AICP Ethics Committee".
14 b) Any written decision of the Ethics Officer shall be referenced in the Annual Report of the Ethics
15 Officer.

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18 **Section E: Discipline of Members**

19 **1. General**

20 AICP members are subject to discipline for certain conduct. This conduct includes (a) conviction of a
21 serious crime as defined in paragraph 3; (b) conviction of other crimes as set forth in paragraph 4; (c) a
22 finding by the Ethics Committee or Ethics Officer that the member has engaged in unethical conduct; (d)
23 loss, suspension, or restriction of state or other governmental professional licensure; (e) failure to make
24 disclosure to AICP of any conviction of a serious crime or adverse professional licensure action; or (f) such
25 other action as the Ethics Committee or the Ethics Officer, in the exercise of reasonable judgment,
26 determines to be inconsistent with the professional responsibilities of a Certified Planner.

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28 **2. Forms of Discipline**

29 The discipline available under this Policy includes: (a) a confidential letter of admonition, (b) a public letter
30 of censure, (c) suspension of AICP membership, or (d) revocation from AICP. The Ethics Officer or the
31 Ethics Committee may attach conditions to these disciplinary actions, such as the writing of a letter of
32 apology, the correction of a false statement or statements, the taking of an ethics course, the refunding
33 of money, or any other conditions deemed just in light of the conduct in question.

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35 **3. Conviction of a Serious Crime**

- 36 a) The membership of a Certified Planner shall be revoked if the Planner has been convicted of a
37 "serious crime". Membership shall be revoked whether the conviction resulted from a plea of
38 guilty or nolo contendere, from a verdict after trial, or otherwise. Membership shall be revoked
39 even if the Planner is appealing a conviction, but it will be reinstated if the conviction is overturned
40 upon appeal.
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42 b) For purposes of this Policy, the term "serious crime" shall mean any crime that, in the judgment
43 of the Ethics Committee or the Ethics Officer, involves false swearing, misrepresentation, fraud,
44 failure to file income tax returns or to pay tax, deceit, bribery, extortion, misappropriation, theft,
45 or physical harm to another.



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4. Conviction of Other Crimes

- a) Discipline may also be imposed if a Certified Planner has been convicted of a crime not included within the definition of "serious crime," including an action determined by the Ethics Committee or the Ethics Officer to be inconsistent with the professional responsibilities of a Certified Planner.
- b) Before any discipline is imposed under this section, the member shall have a right to set forth his or her position in writing to the Ethics Officer. The Ethics Officer shall, in that Officer's sole discretion, determine whether or not to give the member a hearing. The Ethics Officer shall notify the member of the decision.
- c) A member who has had discipline imposed by the Ethics Officer shall have thirty (30) days from the date of notification of the adverse decision to file an appeal to the Ethics Committee. The member may do so by filing a timely notice of appeal with the Ethics Officer. The notice shall be accompanied by a statement of the basis for the appeal. The Ethics Officer will transmit any appeal and accompanying notice to the Ethics Committee. That Committee shall determine, in its sole discretion, whether or not to grant a hearing. The Ethics Committee shall, after considering the relevant information, issue a written opinion on the appeal.

5. Unethical Conduct

The forms of discipline set forth in paragraph 2 shall apply to any member who is found to have engaged in unethical conduct in accordance with the procedures established in the Policy on Adjudication of Complaints of Misconduct.

6. Revocation, Suspension, or Restriction of Licensure

- a) The Ethics Committee or Ethics Officer shall impose such discipline as the Committee or Officer regards as just if a state or other governmentally-issued professional license of a Certified Planner has been revoked, suspended, or restricted for any reason relating to improper conduct by the Planner.
- b) Before any discipline is imposed under this section, the provisions of section 4 (b) and (c) shall apply.

7. Duty to Notify Ethics Officer

- a) A member who has been convicted of a serious crime or who has had his or her state or other governmentally-issued professional license revoked, suspended, or restricted for any reason relating to improper conduct by the member shall promptly report the relevant development to the Ethics Officer.
- b) Failure of a member to report that he or she has been convicted of a serious crime or has had a professional license revoked, suspended, or restricted for a reason relating to improper conduct by that member may itself result in discipline of that member.



1 **8. Other Conduct Inconsistent with the Responsibilities of a Certified Planner**

- 2 a) The Ethics Officer shall have the right to discipline any member for any conduct not otherwise
3 covered by this Policy that the Officer determines to be inconsistent with the responsibilities of a
4 Certified Planner.
5 b) Conduct covered by this section shall include, but not be limited to, a finding in a civil case that
6 the member has engaged in defamation or similar unlawful action, has knowingly infringed the
7 copyright or other intellectual property of another, or has engaged in perjury.
8 c) Before any discipline is imposed under this section, the provisions of section 4-b and 4-c shall
9 apply.

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11 **9. Petition for Reinstatement**

- 12 a) Any Certified Planner whose membership or certification is revoked may petition the Ethics
13 Committee for reinstatement no sooner than five years from the time of revocation. The Ethics
14 Committee shall determine, in its sole discretion, whether to afford the petitioner a hearing
15 and/or whether to seek additional information. The Committee shall determine, in its sole
16 judgment, whether reinstatement is appropriate and what, if any, conditions should be applied
17 to any such reinstatement. The Ethics Officer shall transmit the reinstatement determination to
18 the Planner.
19 b) If the Ethics Committee denies the Petition, that Officer shall advise the Planner of the
20 opportunity to file a subsequent petition after twelve (12) months have elapsed from the date of
21 the determination.

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23 **10. Publication of Disciplinary Actions**

24 The Ethics Committee, in its sole discretion, may publish the names of members who have had disciplinary
25 action imposed and to state the nature of the discipline that was imposed. The authority to publish shall
26 survive the voluntary or involuntary termination or suspension of AICP membership and certification. The
27 Ethics Committee, in its sole discretion, may also determine not to publish such information or to publish
28 only so much of that information as it deems appropriate.
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¹ Derived from Old 1a, with additional language.

² Additional language was added to make clear that being conscious of the rights of others requires actions to achieve that consciousness.

³ Derived from Old 1d.

⁴ Derived from Old 1e.

⁵ Derived from Old 1f

⁶ From Old 1g

⁷ Derived from Old 1h with editing reflecting that we have broadened the audience with these principles.

⁸ Derived from Old 2a with some edits.

⁹ Derived from Old 2b with a change. The planner is now responsible for ensuring work is consistent with the public interest, not the client or employer. This is consistent with how the APA's Ethical Principles in Planning is written: #7.

¹⁰ From Old 2c.

¹¹ Concept reflected in 5(a) and 5(c) derived from Old 3a

¹² From Old 3b

¹³ From Old 3c

¹⁴ Derived from Old 3d with additional language.



¹⁵ Derived from Old 3e

¹⁶ Derived from Old 3f

¹⁷ Derived from Old 3g and expanded.

¹⁸ From Old 3h

¹⁹ From Old 3i and expanded.

²⁰ From Old 3j

²¹ New section elaborating on existing principle to seek social justice.

²² New principle.

²³ Derived from APA's Ethical Principles in Planning.#4

²⁴ Derived from APA's Ethical Principles in Planning.#5

²⁵ Derived from APA's Ethical Principles in Planning #12.

²⁶ Derived from AICP Rules of Conduct and APA's Ethical Principles in Planning as applied to practicing planners. Should apply to the large community that conducts the planning process.

²⁷ Derived from AICP Rules of Conduct and APA's Ethical Principles in Planning as applied to practicing planners. Should apply to the large community that conducts the planning process.

²⁸ This is new. Corruption generally refers to bribery which is very significant crime.

²⁹ New. Addresses issues of non-AICP planners disparaging credential. Indirectly supports CM.

³⁰ Modified to add women to underrepresented groups related to professional advancement.