



**2025 RENEWAL/APPLICATION FOR MEMBERSHIP**

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

Current Employer: \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Business Address: \_\_\_\_\_

Title/Position: \_\_\_\_\_ e-mail: \_\_\_\_\_

Area of Expertise: \_\_\_\_\_ Years of Experience: \_\_\_\_\_

Would you be willing to serve on the WCCA Executive Board?  Yes       No

Would you be willing to serve on a WCCA committee? If "Yes", which committee or committees?

\_\_\_\_\_

Membership fees include the dues for the current operating year, message board membership, and reduced registration fees for the spring and fall educational seminars/conferences.

With my signature below I acknowledge that I have read the statement of principles of the WCCA (see reverse side) and agree to abide by those principles.

\_\_\_\_\_  
Signature of Applicant

Date

Membership Category:: Full \_\_\_\_\_ \$40.00      Associate \_\_\_\_\_ \$40.00

\*This is an additional renewal from this office \_\_\_\_\_ \$30.00

NOTE: Renewal applications for the first member from any office is \$40.00, and \$30.00 for each additional member from the same office. Please submit applications from the same office in the same envelope.

**Please submit this completed form along with your payment to the office below. Make checks payable to the Wisconsin County Code Administrators.**

ROBIN SCHAFFER, WCCA  
DOUGLAS COUNTY ZONING,  
ROOM 206  
1313 BELKNAP ST  
SUPERIOR, WI 54880

## WCCA STATEMENT OF PRINCIPLES

The purpose of the Wisconsin County Code Administrators (WCCA) is to keep private citizens and public officials accurately informed of contemporary problems and potential solutions involved in the administration of county development codes by encouraging and strengthening professionalism in the administration of Wisconsin County Land Development Codes through the provision of education and mutual support to those involved in code administration; aiding in furthering public understanding and awareness of land development codes; and speaking as a representative for county code administrators in the State of Wisconsin. To further these objectives, it is the responsibility of every member of the Wisconsin County Code Administrators to:

1. Recognize that the chief function of WCCA members is to serve the best interest of all citizens.
2. Secure data and perform necessary analyses to provide elected and appointed officials with objective, reliable data to which they can respond. Where appropriate, identify alternative courses of action and the relative consequences associated with the alternatives.
3. Express an opinion only when it is founded upon adequate knowledge of the facts and issue, and upon honest conviction of the accuracy and propriety of testimony when appearing before any court.
4. Keep the community informed on county affairs; encourage communication between citizens and all county offices; emphasize friendly and courteous service to the public; and seek to improve the quality and image of the public service. Be committed to the concept of quality code administration and endeavor to publicly promote the image of professionalism in government.
5. Refrain from participation in the election of members of the employing legislative body, and from any partisan political activities which would impair performance as a county code administrator. Not engage in political activity on county property at any time or during business office hours unless on valid leave from work. Not use county supplies or equipment in support of political activities. Not use his/her county title in the endorsement of any candidate for political office.
6. Resist any attempt to influence job related policies by any group or individual with job related vested interests.
7. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuses of public time is dishonest.
8. Avoid soliciting or receiving any gift for the performance of official duties.
9. When relating to official duties, not exhibit favoritism toward products or people.
10. Where a conflict of interest or impairment to the proper discharge of official duties would be created, shall not engage in, solicit, negotiate for, or promise to accept private employment, or render services for private interests or conduct a private business within the county of employment or for a contractor whom we regulate.
11. Refuse to request, permit, or participate in the unauthorized use of county owned vehicles, equipment, materials or property for personal convenience or profit.
12. Refuse to use our public position to obtain any financial interest for yourself, spouse, or legal dependent, or for any business with which we are associated.
13. Conduct our official and personal affairs in such a manner so as to give the clear impression that we cannot be improperly influenced in the performance of official duties.
14. Disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest.
15. Never disclose to others, confidential information acquired in the course of official duties.
16. Never represent the interests of the County before any agency, whether public or private, except with the authorization of or at the direction of the government unit served. This does not prevent the representation of opinions which are our own, or when the representation is part of defined official duties.