

LITTLETON SCHOOL COMMITTEE - CODE OF CONDUCT

These obligations and commitments shall be assumed by all members of the School Committee: This Code of Conduct sets forth a standard of conduct for the Littleton Public School Committee under the laws of the Commonwealth of Massachusetts and the Town of Littleton. As an elected public official, a School Committee member has taken an oath to adhere to all federal laws, the laws of the Commonwealth of Massachusetts, and the bylaws of the Town of Littleton.

This Code of Conduct outlines three general areas of a member's responsibility:

1. Community responsibility;
2. Responsibility to District Administration; and
3. Relationship to fellow School Committee members, and other persons appearing before the School Committee

1. Community Responsibility: A member in their relations with the School Community should:

- A. Realize that their primary responsibility is to all Littleton Public Schools and School Committee members to represent the community at all times.
- B. Recognize that their function is policymaking and not administrative.
- C. Remember that they are one of a team and must abide by all School Committee decisions once they are made.
- D. Be well informed concerning the duties of a School Committee member on both state and local issues within Littleton.
- E. Accept the office of School Committee member as a means of unselfish public service.

2. Responsibility To Littleton Public School District Administration: A member in their relations with the District Administration should:

- A. Establish and update through the Committee sound, clearly defined policies with which to govern and support the District Administration.
- B. Recognize and support the District Administrative chain of command and refuse to act on complaints as an individual outside of the school district.
- C. Refer all complaints to the District Administrator for solutions and only pursue satisfactory results through the frameworks of the School Committee structure if such solutions fail.
- D. Request assistance and information from School staff only through the District Administration.

3. Relationship To Fellow School Committee Members and Other Persons: A member in their relations with fellow School Committee members and other persons shall:

- A. Accept differences of opinion as building blocks of our democratic process.
- B. Always treat other members, the District Administration, town boards and school committee members, and employees with personal respect and act in a civil manner towards them.
- C. Concentrate all dialogue on the issue and refrain from personal criticism.
- D. Conduct themselves to maintain public confidence in their local government and in their performance of the public trust
- E. Recognize that committee action at official meetings is binding and that they alone cannot bind the School Committee outside such meetings.
- F. Unless specifically exempted (e.g. Executive Session), conduct the business of the public in a manner that promotes open and transparent government and maintains full compliance with the Open Meeting Law (MGL Chapter 39, Section 23B)

- G. Uphold the confidentiality of executive sessions and documents presented during same, and respect the privileged communications that exist in executive sessions.
- H. Not withhold pertinent information on municipal matters or personnel problems, either from members of their own School Committee or from members of other bodies who may be seeking help and information on problems.
- I. Not make statements or promises of how you will vote on matters that will come before the full School Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the School Committee.
- J. Cooperate with the Chair of the School Committee in the conduct of meetings.
- K. Never publicly criticize an employee of the Town. Concerns about staff performance should only be made to the District Administration through private conversation.
- L. Treat persons who appear before the School Committee with respect, and dignity and in a manner free from discrimination, abuse, and harassment.
- M. Act in a civil and professional manner at all School Committee meetings.
- N. Speak in a civil manner and not harass or bully residents, business owners, other School Committee members, the District Administration, school administration, and employees, either in person, in writing, or on social media.
- O. Conduct official business in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties

4. Enforcement of Code of Conduct.

- A. The School Committee shall enforce the Code of Conduct.
- B. Any School Committee member violating the Code of Conduct may be subject to public censure by the School Committee.
- C. During a meeting, after an initial warning, a member who acts in an inappropriate manner is unruly, or disorderly may be removed from a meeting by a majority vote of the remaining members.