

## LITTLETON SELECT BOARD - CODE OF CONDUCT

As adopted by the Littleton Select Board at their May 8, 2023 meeting & Re-voted at their May 13, 2024 Meeting.

\*Changes have been made to reflect any/all board and committee

**These obligations and commitments should be assumed by all members of all boards. Each board and committee should make said Code of Conduct their own.**

This Code of Conduct sets forth a standard of conduct for Littleton Boards and Committees under the laws of the Commonwealth of Massachusetts and the Town of Littleton. As an elected public official, a Board 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 Town Administration; and
3. Relationship to fellow committee members, and other persons appearing before a Board or committee.

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

A. Realize that their primary responsibility is to all Littleton residents and board members 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 Board decisions once they are made.

D. Be well informed concerning the duties of a Board member on both state and municipal issues in Littleton.

E. Accept the office of a Board member as a means of unselfish public service.

**2. Responsibility To Town (Where/who does the Board directly report?):** A member in their relations with the Town Administration should:

A. Establish and update through the Board sound, clearly defined policies with which to govern and support the Administration.

B. Recognize and support the Administrative chain of command and refuse to act on complaints as an individual outside of the Administration.

C. Refer all complaints to the Administration for solutions and only pursue satisfactory results through the frameworks of the Select Board structure if such solutions fail.

D. Request assistance and information from Town staff only through the Town Administration.

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

- A. Accept differences of opinion as building blocks of our democratic process.
- B. Always treat other members, the Town Administration, board and 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 Board action at official meetings is binding and that they alone cannot bind the Board 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 maintain 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 Board 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 Board until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Board.
- J. Cooperate with the Chair of the Board in the conduct of meetings.
- K. Never publicly criticize an employee of the Town. Concerns about staff performance should only be made to the Town Administration through private conversation.
- L. Treat persons who appear before the Board with respect, and dignity and in a manner free from discrimination, abuse, and harassment.
- M. Act in a civil and professional manner at all Board meetings.
- N. Speak in a civil manner and not harass or bully residents, business owners, other Board members, the Town Administrator, department heads, 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 Board shall enforce their Code of Conduct.
- B. Any Board member violating the Code of Conduct may be subject to public censure by their Board.
- 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.