



People trying to build a life as an adult
and

People trying to preserve the life they have built!



Littleton Affordable Housing Trust - CODE OF CONDUCT

As adopted by the Affordable Housing Trust at their meeting of July 23, 2024.

These obligations and commitments shall be assumed by all members of the Littleton Affordable Housing Trust:

This Code of Conduct sets forth a standard of conduct for the Littleton Affordable Housing Trust under the laws of the Commonwealth of Massachusetts and the Town of Littleton. As an appointed public official, an Affordable Housing Trust 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 Affordable Housing Trust members, and other persons appearing before the Affordable Housing Trust.

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

- A. Realize that their primary responsibility is to all Littleton residents and Trust members represent the community at all times.
- B. Recognize that their function is both policymaking and administrative through its strategic projects.
- C. Remember that they are one of a team and must abide by all Affordable Housing Trust decisions once they are made.
- D. Be well informed concerning the duties of a Trust member on both state and municipal issues in Littleton.
- E. Accept the office of Trust member as a means of unselfish public service.

2. Responsibility To Town Administration (including Town Administrator and Staff). A member in their relations with the Town Administration should:

- A. As appointees from other Boards and Committees, Appointees shall update their appointing body after every meeting.
- B. Request assistance and information from Town staff regarding housing only through the Town Planner and regarding EHS only through the EHS Director.



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3. Relationship To Fellow Affordable Housing Trust Members and Other Persons. A

member in their relations with fellow Trust 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 Trust action at official meetings is binding and that they alone cannot bind the Affordable Housing Trust outside such meetings.
- F. Conduct the business 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 the Trust 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 Trust until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Trust.
- J. Cooperate with the Chair 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 Trust with respect, and dignity and in a manner free from discrimination, abuse, and harassment.
- M. Act in a civil and professional manner at all Trust meetings.
- N. Speak in a civil manner and not harass or bully residents, other Trust 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.

Affordable Housing For...



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**AFFORDABLE HOUSING TRUST
TOWN OF LITTLETON**

P.O. Box 1305
Littleton, Massachusetts 01460



- P. Respect members' volunteer time by striving to limit meetings to under two hours and send all documents to members no later than 48 business hours before a meeting.
- 4. Enforcement of Code of Conduct.
 - A. The Affordable Housing Trust shall enforce the Code of Conduct.
 - B. Any Trust member violating the Code of Conduct may be subject to public censure by the Affordable Housing Trust.
 - 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.