

CODE OF CONDUCT

All members of the Board of Assessors shall :

1. Be well informed concerning the local and state duties of a board/committee member whenever applicable.
2. Remember that they are representing the Town at all times.
3. Accept their position as a means of unselfish public service, not to benefit personally, professionally or financially from their board/committee position.
4. Treat all members of the board/committee with respect and dignity despite differences of opinion. Know that professional respect does not prevent honest differences of opinion but requires respect of those differences.
5. Refrain from discrimination, bullying, abuse, harassment and public personal criticisms to anyone (including & not limited to residents, business owners, other Board members, Town Administrator, department heads, and employees) either in person, in writing, or on social media.
6. Recognize that the chief function of local government, at all times, is to serve the best interests of all of the people.
7. Honor confidential information, seek no favor, and believe that personal enrichment or profit secured by holding these positions is dishonest.
8. Conduct themselves so as to maintain public confidence in their local government and in their performance of the public trust.
9. Conduct official business in such a manner as to give the clear bearing that they cannot be improperly influenced in the performance of their official duties.
10. 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 (G.L. Chapter 30A, Sections 18-25).
11. Adhere to all federal laws, the laws of the Commonwealth of Massachusetts, Conflict of interest Laws and the bylaws of the Town of Littleton.

Enforcement of Code of Conduct.

1. The Board shall enforce their Code of Conduct.
2. Any Board member violating the Code of Conduct may be subject to public censure by their Board.
3. 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.