



PLANNING BOARD

P.O. Box 1305
Littleton, Massachusetts 01460



LITTLETON PLANNING BOARD - CODE OF CONDUCT

As adopted by the Littleton Planning Board at the September 12, 2024, meeting

These obligations and commitments shall be assumed by all members of the Planning Board:

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

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

- A. Realize that their primary responsibility is to all Littleton residents and the Planning 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 Planning Board decisions once they are made.
- D. Be well informed concerning the duties of a Planning Board member on both state and municipal issues in Littleton.
- E. Accept the office of Planning Board member as a means of unselfish public service.
- F. In order to effectively navigate your public service, utilize the State Ethics Commission's "Attorney of the Day". This service is here to help you understand the ethics of your public duties <https://www.mass.gov/how-to/request-advice-about-how-the-conflict-of-interest-law-applies-to-you> .

2. **Responsibility To Town Staff:** A member in their relations with the Town Planner, Planning Staff, and Town Administration should:



