



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:



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- A. Recognize and support the administrative chain of command and refuse to act on complaints and information requests as an individual outside of the administration.
- B. Refer all complaints to the Town Planner for solutions and only pursue unsatisfactory results through the frameworks of the Zoning Enforcement and/or Town Administrator.
- C. Request assistance and information regarding planning issues from Town Planning staff only through the Town Planner. Request assistance and information regarding issues other than planning through the Town Administration

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

- A. Accept differences of opinion as building blocks of our democratic process.
- B. Always treat other 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 Planning 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 either from members of their own Planning 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.



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- 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 Planning Board shall enforce the Code of Conduct.
- B. Any Planning Board member violating the Code of Conduct may be subject to public censure by the Planning 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.