

## **Billerica Select Board Policies and Procedures**

### **38.0 Billerica Select Board Code of Conduct**

#### **38.1 Purpose**

The Town recognizes that all members of the Select Board and individuals appointed to positions by the Select Board should maintain respectful discourse with their fellow elected and/or appointed members, with those who work for the Town, those who volunteer their time and services on behalf of the Town, and members of the public by striving at every meeting, forum or other official interaction to treat every person fairly and with respect regardless of any differences of opinion.

This policy provides a centralized standard of conduct for Select Board members and appointees of the Select Board.

#### **38.2 Applicability**

This policy shall apply to members of the Select Board and appointees of the Select Board **acting in their official capacity**.

#### **38.3 Code of Conduct**

All members of the Select Board and appointees of the Select Board are expected to act honestly, conscientiously, reasonably, and in good faith at all times in regard to their official responsibilities, the interests of the Town, and the welfare of Town residents.

The members of the Select Board and appointees of the Select Board shall refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the community, other elected or appointed officials, the Town Manager or Town employees.

Moreover, members of the Select Board and appointees of the Select Board shall fully comply with the Town's Anti-Harassment and Anti-Discrimination Policy.

Further, members of the Select Board and appointees of the Select Board shall assume the following responsibilities:

1. Conduct Generally and in Relation to the Community
  - a. Conduct Generally and in Relation to the Community
  - b. Be well informed concerning the duties of your position.
  - c. Recognize that the chief function of local government is to serve the interests of the public.
  - d. Demonstrate respect for the public that you serve.
  - e. Properly safeguard confidential information.
  - f. Unless specifically exempted by provision of law, conduct the business of the public in a manner that promotes open and transparent government.
  - g. Comply as fully as possible with all Town policies, including, without limitation, the following:
    - No Place for Hate Policy
    - Workplace violence Policy
    - Anti-fraud Policy
  - h. Comply as fully as possible with all applicable laws, including, without limitation, the following:

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- The Open Meeting Law
  - Procurement Laws
  - The Conflict of Interest Law (G.L. c.268A)
  - The Public Records Law.
2. Conduct in Relation to other elected and appointed officials
- a. Treat all members of the board/committee to which you belong with respect despite differences of opinion, keeping in mind that professional respect does not preclude honest differences of opinion, but requires respect within those differences.
  - b. Participate and interact in official meetings with dignity and decorum fitting those who hold a position of public trust.
  - c. Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chair should you for any reason be unable or unwilling to continue to serve. Formal notice to resign from a board/committee requires written notification to the Town Clerk.
  - d. Recognize that official action taken may only be taken at properly posted public meetings and that individual board/committee members cannot speak for or bind the board/committee unless authorized by a vote of such board/committee.
  - e. Uphold the confidentiality of executive sessions and the documents presented therein and respect the privileged communication that exists in executive session.
  - f. Make decisions only after all facts on a question have been presented and deliberated at a properly posted public meeting or hearing.
3. Conduct in Relation to the Town Manager
- a. Recognize the provisions of the Town Charter and refer complaints as appropriate to the Town Manager for resolution.
  - b. Give the Town Manager full responsibility for discharging his or her authority and obligations as specified in the Town Charter.
  - c. Refrain from giving orders or directions to the Town Manager for action as an individual board/committee member.
  - d. Refrain from providing information to the Town Manager that you would not be willing to share with other board/committee members.
4. Conduct in Relation to the Town Employees
- a. Treat all employees as professionals and respect the abilities, experience, and dignity of each individual.
  - b. Refrain from giving instructions or directions to Town employees but rather refer all such matters to the Town Manager for resolution.

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- c. Direct concerns about employee performance to the Town Manager for resolution.
- d. Officials who interact with Town employees shall do so in a respectful manner and understand employees should not be expected to take direction from any individual Select Board member.

### **38.4 Distribution and Education**

Every individual who applies for a position that is appointed by the Select Board, will be asked to click the box on the application indicating that they have read and understand the Code of Conduct.

The Town Clerk shall provide a copy of this policy, the Town's No Place for Hate, and work place violence policy to members of the Select Board and appointees of the Select Board upon its issuance and upon the subsequent appointment or re-appointment of any individual.

Each member of the Select Board and appointee of the Select Board shall sign a statement that they have read this policy and will comply with all requirements set forth in this policy. In the event that any such member or appointee declines to sign the form, that fact shall be noted by the Town Clerk on the form.