

## **Town of Douglas Code of Conduct Boards/Commission/Committees**

All members of Board, Commissions, and Committees are expected to conduct themselves as follows:

1. Realize that his/her function is to follow the purposes and mission of the Board, Commission, or Committee as defined in state and federal laws, local bylaws, and town policies..
2. Realize that he/she is one of a team and should abide by all decisions of the Board, Commission, or Committee once they are made.
3. Be well informed concerning the duties and responsibilities of the Board/Commission/Committee.
4. Remember that he/she represents the entire community at all times.
5. Accept that the role of a committee member is a means of unselfish service, not to benefit personally or politically from their Board, Commission, or Committee.
6. Abide by the Ethics, Open Meeting, and Public Records laws established by the State.
7. Not make statements or promises of how he/she will vote on matters that will come before the Board, Commission, or Committee until he/she has had an opportunity to hear all sides of the issue during a public meeting of the Board, Commission, or Committee.
8. Make decisions only after all the facts have been presented and discussed at an official public meeting or hearing.
9. Treat with respect all members of the Board, Commission, Committee, and the Public despite differences of opinion.
10. Never publicly criticize an employee of the Town. (Certain Boards, Commissions, and Committees have the responsibility of reviewing and/ or critiquing supervisory personnel as part of their regular duties. The exercise of those duties shall not be limited by this section.) Concerns about staff performance should only be made to the Executive Administrator through private conversation, or similarly to the Superintendent of Schools for School Department staff.
11. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Board, Commission, or Committee member will offer his/her resignation to the Town Clerk and a copy to the appointing authority. A member with three consecutive unexplained absences will be expected to resign.

**Approved by Board of Selectmen – October 6, 2009  
Amended by Board of Selectmen – November 17, 2009**