

Town of Douglas

Code of Conduct - Boards, Commissions, and Committees

All members of Boards, Commissions, and Committees (hereinafter, “Committees”) shall:

1. Be well informed concerning the duties and responsibilities of their Committee. Discuss or act upon only those matters their Committee is authorized to consider, as defined in federal and state laws, Town bylaws, and Town policies.
2. Make decisions only after all the facts and analyses have been presented and discussed. Acknowledge and respect all lawful, majority decisions of the Committee once made.
3. Conduct themselves in a professional and dignified manner, refraining from any activity that would reflect negatively on the Town and its processes. Members shall acknowledge in writing at the time of appointment that the use of profane language, racial, ethnic, or religious slurs, or the display of offensive materials or symbols while in a meeting of the Committee, shall be grounds for corrective action up to and including removal from office by the appointing authority.
4. Not use their Committee position for financial or political gain. Committee members shall not use their position to influence other Committees or Town staff to make decisions to which they are not otherwise entitled, either through any form of intimidation or promised benefit.
5. Comply with the Ethics, Open Meetings, and Access to Public Records laws established by the State. Committee members shall, upon appointment and annually thereafter, complete on-line conflict of interest training provided by the Ethics Commission and submit proof of completion to the Town Clerk. Members shall be subject to corrective action, up to and including removal from office, for failure to comply with Ethics laws or the training requirement.
6. Not make statements or promises of how he/she will vote on matters that will come before the Committee before all sides of the issue have been heard during a public meeting of the Committee.
7. Treat all members of the Committee, Town staff, and the public respectfully despite differences of opinion.
8. Never publicly criticize an employee of the Town. Concerns about staff performance that affect the Committee in the performance of its mission must be discussed in executive session and voted to be brought to the Town Administrator in formal written communication, or similarly, to the Superintendent of Schools for School Department staff.
9. Comply with the Town of Douglas social media policy, as amended from time to time.

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10. If serving as Chair of a Committee, maintain decorum at all times during public meetings, enforcing this Code of Conduct and the procedural Rules of Order, to allow for the effective and efficient work of the Committee. Committees shall not meet for more than two (2) hours, or past the hour of 10:00 PM, whichever comes first, without a motion and vote on the record to extend the meeting beyond those limits.
11. Candidates seeking appointment shall review and sign a written copy of this Code of Conduct prior to being considered for appointment as part of the application process, and shall be bound to this Code for the duration of their term if appointed.

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I, _____ have read, understand, and will comply with the Town of Douglas Code of Conduct for Boards, Committees, and Commissions.

Signature

Date

For Office Use Only

Board/Committee/Commission:

Received By:

Date:
