

TOWN OF BOURNE
SELECT BOARD
24 Perry Avenue
Buzzards Bay, Massachusetts 02532
(508) 759-0600

TOWN OF BOURNE CODE OF CONDUCT
Adopted:_____

I. PURPOSE

The purpose of this policy is to achieve and maintain a high level of public trust and confidence in Town of Bourne Municipal Government. It establishes standards of conduct for elected and appointed members of Town of Bourne governmental bodies. They will hereinafter be referred to in this policy as "town officials."

II. APPLICABILITY

This Code of Conduct and all its sections apply to each elected or appointed town official and shall be provided to each town official when being sworn in as a board or committee member. The Select Board will affirm the policy annually after the annual town election.

III. CODE OF CONDUCT

A. Conduct Generally and in Relation to the Community

Each elected or appointed town official should:

1. Recognize that the official's function and scope of authority is defined in the Town Charter, Town Bylaws, and other Town regulations and policies.
2. Stay informed concerning official duties under Federal and State law.
3. Acknowledge that a town official represents the Town of Bourne with respect to official actions.
4. Acknowledge that official duties are in the unselfish service to the public.
5. Recognize the primary function of municipal government is to serve the common good of town residents.
6. Demonstrate respect for other Town officials and the public being served.
7. Safeguard confidential information.
8. Conduct official business in a manner that promotes open and transparent government, and complies with the Massachusetts open meeting law, unless specifically exempted, e.g., executive session, and complies with Massachusetts law regarding public record disclosure and retention.

9. Not seek favor, personal aggrandizement, or profit from this public service.
10. Conduct oneself to maintain public confidence in town government.
11. Conduct official business in a manner that demonstrates he or she cannot be improperly influenced in the performance of official duties.
12. Comply with Town of Bourne's policies and procedures, including, but not limited to:
 - a. Town of Bourne Sexual Harassment and Protected Classes Harassment Policy
 - b. Conduct of Employees Policy
 - c. Town of Bourne Social Media Policy
13. Comply with all applicable laws, including, but not limited to:
 - a. Open Meeting Law
 - b. Procurement Law
 - c. Conflict of Interest Law (G.L. c.268A)/Ethics
 - d. Public Records Law and Municipal Retention Schedules

B. Conduct in Relation to Other Town Officials

Each elected or appointed town official should :

1. Recognize the responsibility to attend all meetings to assure a quorum.
2. Promptly notify the chair if unable or unwilling to continue to serve.
3. Recognize that multi-member deliberative bodies may only officially act at duly noticed meetings with a quorum in attendance, and that one official alone cannot bind a Board or Committee outside of these meetings.
4. Not make statements or promises as to how an official will vote on pending quasi-judicial matters until the issue is discussed, and an opportunity has been provided to evaluate the merits, at a public meeting or hearing.
5. Not disclose privileged or otherwise confidential information discussed in executive session or otherwise learned by virtue of holding an elected or appointed position.

6. Make decisions only after all available information on an issue has been presented and discussed.

C. -Conduct in Relation to the Town Administrator

Each elected or appointed town official shall:

1. Recognize that the official's function and scope of authority is defined in the Town Charter, Town Bylaws, and other Town regulations and policies.
2. Recognize that in creating and enforcing Town policy, the Select Board may direct the Town Administrator in setting priorities that affect policy, but that day-to-day operations are delegated to appropriate department heads.
3. Respect the administrative chain of command and not act on complaints as an individual outside the municipal administration.
4. Give the Town Administrator full responsibility for discharging the Town Administrator's duties under the Town Charter.
5. Refrain, as an individual town official, from directing or ordering the Town Administrator to take action.
6. Refrain from directly giving instructions to or requesting assistance from department heads, but rather channel these through the Town Administrator.

D. Conduct in Relation to Town Staff

Each elected or appointed town official shall :

1. Treat all staff as professionals, and respect the abilities, experience, and dignity of everyone.
2. Direct questions to staff and/or requests for information through the Town Administrator.
3. Desist from publicly criticizing any individual employee or department, including but not limited to, through social media. Concerns about staff performance should only be directed to the Town Administrator .
4. Make requests for staff support only through the Town Administrator .

IV. Enforcement

This Code of Conduct is intended to be self-enforcing, with members of governmental bodies being familiar with its provisions. Town officials themselves have primary responsibility to assure that standards are met and to bring any concerns about a town official's conduct to the attention of governmental body on which the town official serves.

Approved:
