



## Code of Conduct for Town of Danvers Boards / Committees Appointed by the Selectmen, Moderator, Town Meeting, or Town Manager

*"First and Foremost: Ladies and Gentlemen Always."*

*-- Cornelius Dunn, former DHS Principal*

Serving your community on a local board or committee is a privilege. As such, a member of any board or committee who has been appointed by the Town Moderator, Board of Selectmen, Town Meeting, or Town Manager is expected to comply with the following code of conduct.

1. Work to uphold the mission statement of the Committee and honor its role in governance.
2. Realize that you are part of a team, and abide by all Committee decisions once they are made.
3. Be well informed concerning the duties and responsibilities of the Committee.
4. Remember that you represent the entire community at all times; you are held to a higher standard of discourse as a representative of the Town than you would be as a private citizen.
5. Accept that the role of a Committee member is an exercise in unselfish service, not a means to personal or political benefit from Committee activities.
6. Abide by the ethics guidelines established by the Commonwealth of Massachusetts.
7. Abide by all policies established by the Town and/or Board of Selectmen, especially the telecommunications policy.
8. Request assistance from Town staff only through the staff person assigned to the Committee.
9. Refrain from making statements or promises of how you will vote on matters that may come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
10. Make decisions only after all facts on a question have been presented and discussed.
11. Refrain from communicating the Committee's position on any matter to reporters or State officials unless the full Committee has previously agreed on both the position and the language to be used in conveying the statement.
12. Refrain from asserting personal opinions on Town business (either before your Committee or another) when such an assertion may be interpreted as a position of your Committee.
13. Treat members of your Committee and the public with respect despite differences of opinion.
14. Refrain from public criticism, including on social media, of any employee of the Town. Concerns regarding staff performance should only be made to the Town Manager through private conversation.
15. Ensure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
16. If circumstances change so that meeting attendance on a regular basis becomes difficult, you should consider offering your resignation to the Appointing Authority, so that an appropriate replacement may be selected.

Adopted by the Danvers Board of Selectmen on August 7, 2018