

## **Code of Conduct of the Pembroke Select Board**

### **1. A member of the Select Board, in relation to his or her community should:**

- a. Realize that his or her basic function is to make policy, with administration delegated to the Town Manager.
- b. Realize that he or she is one of a team and should abide by all Board decisions once they are made.
- c. Be well informed concerning the duties of a Board member on both local and state levels.
- d. Accept the role of a member is a means of unselfish service, not to benefit personally from his or her Board activities.
- e. Abide by the ethics guidelines established by the State and not use the position of Select Board member to obtain inside information on matters that may benefit someone personally.

### **2. A member of the Select Board, in his or her relations with the Town Manager, should:**

- a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
- b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual Board member outside the administration.
- c. Give the Town Manager full responsibility for discharging his or her disposition and solution, and hold him/her responsible for acceptable results.
- d. Not give instructions to Town department heads, but rather channel all such activities through the full Board and the Town Manager.

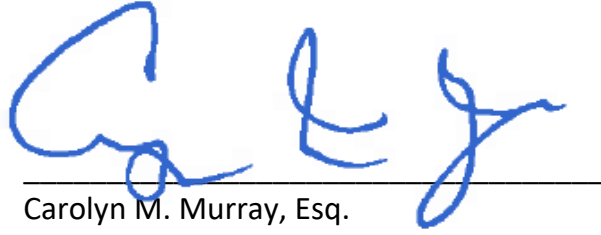
### **3. A member of the Select Board, in his or her relations with fellow Board members, should:**

- a. Recognize the action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
- b. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- c. Nothing prevents individual Board members from commenting on matters in their individual capacity.
- d. Refrain from communicating the position of the Select Board as a whole to such entities as reporters or state officials unless the full Board has previously agreed on the position.
- e. Remember that he or she is one member of a team and must abide by, and carry out, all Select Board decisions once they are made.
- f. Treat with respect the rights of all members of the Board despite differences of opinion or political affiliation.

### **4. A member of the Select Board, in his or her relations with Town staff, should:**

- a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of the individual.
- c. Concerns about staff performance should be made to the Town Manager through private conversation.
- d. Limit requests for staff support and ensure that all requests go through the Town Manager's office.
- e. Ensure that any events, materials, or information provided to the Select Board office be made available to all Board members in a timely manner.

Approved as to form:

A handwritten signature in blue ink, appearing to read 'Carolyn', is written over a horizontal line.

Carolyn M. Murray, Esq.  
KP Law, P.C.  
Town Counsel

Dated: January 6, 2021

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