



POLICY No.: A-9  
DATE ADOPTED: 2-17-2010  
AMENDED: MARCH 1, 2023

## **TOWN OF WEST BOYLSTON Select Board POLICY**

### **Board Standards of Conduct**

**Purpose:** The Select Board and Town Administrator agree to establish standards of conduct for the Select Board

**Policy:** BOARD STANDARDS OF CONDUCT:

1. A member of the Select Board, in relation to their community should:
  - A. Realize that their basic function is to carry out its mandated responsibilities and develop Town policy related thereto, with administration delegated to the Town Administrator.
  - B. Realize that they are one of a team and should abide by board decisions once they are made.
  - C. Be well informed concerning the duties of a board member on both local and state levels.
  - D. Remember that they represent the entire community at all times.
  - E. Accept the office of Select Board as a means of unselfish service, not benefit personally or politically from his or her board activities.
  - F. In all appointments, avoid political patronage by judging all candidates on merit, experience, and qualifications only.
  - G. Abide by the ethics established by the State and not use the position to obtain inside information on matters which may benefit someone personally.
2. A member of the Select Board, in their relations with administrative offices of the Town, should:
  - A. Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
  - B. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
  - C. Give the Town Administrator appropriate responsibility for discharging his or her disposition and solution.
3. A member of the Select Board, in her or her relations with fellow board members, should:

- A. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the board outside of such meetings.
- B. Not making statements or promises of how he or she will vote on matters that will come before the board until he or she has had an opportunity to hear the pros and cons of the issue.
- C. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- D. Make decisions only after all facts on a question have been presented and discussed.
- E. Treat with respect the rights of all members of the board despite differences of opinion.