

EXAMPLES OF CODES OF CONDUCT

From: Gail Meyers Lavin

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Subject: Code of Conduct examples reviewed by CRC

FYI - Here are the Codes of Conduct I have found in going through our Minutes – as requested by the Select Board on Wed. NOT in any priority order.

It doesn't impact our Draft Article – but I'll be sending bits and pieces over the weekend, along with the Aug 10 Minutes, related to subjects brought up during the Joint Meeting. This is the first.

1. <https://www.mass.gov/info-details/code-of-conduct-for-public-employees>

2. <https://www.mma.org/webinar-covers-code-of-conduct-for-municipal-boards-and-committees/>

3. **EASTHAM**

10.0 Code of Ethics and Code of Conduct

10.1 Code of Ethics: All members are sworn in by the Town Clerk to uphold all state and local laws applicable to the public body's jurisdiction.

Members must comply with the state ethics law (MGL Chapter 268A) regarding the conduct of public officials. Members must complete required ethics training and on-line tests. A member is required under the law to not vote on any matter in which the member or an immediate family member has a financial interest. Members are encouraged to recuse themselves if there is an "appearance" of a conflict of interest.

10.2 Standard of Conduct: All members will treat the public, applicants before the body, town employees and each other with respect and courtesy. The members and chair of a public body should take time to listen to individuals speaking to the body. The Chair should make sure members of the public who are present also accord those speaking with respect and an opportunity to be heard uninterrupted.

10.3 Town Policies: Members of public bodies, when acting in their official capacity, are subject to any applicable state law and town policies such as those prohibiting sexual harassment, discrimination and workplace violence. Any allegation of misconduct made by the public, town staff or a fellow member will be reported immediately to the Town Administrator.

4. **Suggestion from Town Counsel:** “Consonant with the Open Meeting Law of the Commonwealth, the Board shall adopt a code of conduct for civil participation in Town affairs such as multi member body meetings and public hearings”.
5. **EARLIER DRAFT – CRC:** The Select Board shall promulgate a Code of Conduct for Town Officers, and Members of Multi-member bodies ~~and all Town Employees~~, as defined by law and/or regulation, relating to behavior, the practices and procedures of conducting Town business and/or activities, use of electronic mail and/or communication, the internet, social media, use of town property and facilities, and standards on conduct as the Select Board may deems meet and proper. The proposed Code of Conduct shall be published on the town web page for 60 consecutive days for comment. Any and all comments shall be reviewed by the Select Board, at the Select Boards next regular meeting or a special meeting. If the Select Board approves the Proposed Code of Conduct, by a majority vote, the Code of Conduct shall be effective 30 day from the date of the Vote of Approval.
6. **EARLIER DRAFT- CRC:** The Select Board shall issue a Code of Conduct policy for all Town Officers, ~~Town Employees~~, and Multi-member bodies as defined by law and/or regulation; relating to the practices, procedures and behavior for conducting Town business. It shall include, but not limited to, the use of electronic mail or communication, internet, social media and use of Town property or facilities. This policy shall be reviewed annually by the Select Board at the beginning of each fiscal year, published on the Town website and presented to Multi-member Bodies in accordance with Section 6-1-4 of this Charter.
7. **PREVIOUS DRAFTS
CODE OF CONDUCT**

for review and decision JUNE 27, 2022

PRELIMINARY VOTE 2/1/21

3-2-4 “The Select Board shall issue a Code of Conduct policy for all Town Officers, members of Multi-Member Bodies, and citizens as defined by law and/or regulation relating to the practices, procedures, and behavior for conducting Town business. It shall include, but not be limited to, the use of electronic mail or communication, internet, social media, and use of Town property or facilities.

The policy shall be reviewed annually by the Select Board at the beginning of each fiscal year, published on the Town website, and presented to Multi-Member Bodies in accordance with Section 6-1-4 of this Charter.”

Alternative second paragraph:

The proposed Code of Conduct shall be published on the Town web page for 60 consecutive days for comment. Any and all comments shall be review by the Select Board, at the next regular meeting or a special meeting. If the Select Board approves the proposed Code of Conduct by a majority vote, the Code of Conduct shall be effective 30 days from the date of approval.”

Thanks - Gail

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