

Code of Conduct

Every member of every Board, Committee, or Commission (B/C/C) who has been appointed by the Reading Board of Selectmen to that position is expected to comply with the following Code of Conduct.

Responsibilities

- Realize that his or her function is to follow the mission statement of the B/C/C.
- Realize that he or she is one of a team and without stifling free speech, each member should abide by all decisions of the B/C/C once they are made.
- Be well informed concerning the duties and responsibilities of the B/C/C.
- Remember that he or she represents the entire community at all times.
- Accepting the role of a B/C/C member is a means of unselfish service, not to benefit personally or politically from his or her B/C/C activities.

Laws and Regulations Governing Action

- Abide by the ethics guidelines established by the State.
- Abide by all applicable state statutes and General Laws, Reading Home Rule Charter, Town Bylaws, and all applicable policies established by the Board of Selectmen, especially the email communications policy.

Decision Making

- Request assistance from Town staff or consultants only through the staff person assigned to the B/C/C. If no staff person is assigned, go through the Town Manager.
- Not make statements or promises of how he or she will vote on matters that will come before the B/C/C until he or she has had an opportunity to hear the pros and cons of the issue during a public meeting of the B/C/C.
- Make decisions only after all facts on a question have been presented and discussed.
- Refrain from communicating the position of the B/C/C (as opposed to the member's personal position) to reporters or state officials unless the full B/C/C has previously agreed on both the position and the language of the position conveying the statement.

Treatment of Public, Staff, and Other Members

- Treat with respect all members of the B/C/C, all applicants to come before the B/C/C, and all staff and consultants working with the B/C/C, despite differences of opinion. Concerns about staff performance should only be made to the Town Manager or the Board of Selectmen liaison to the B/C/C through private conversation.
- Insure that any materials or information provided to a B/C/C member from Town staff should be made available to all B/C/C members.
- If circumstances change so that meeting attendance on a regular basis becomes difficult, the B/C/C member will offer his or her resignation to the Board of Selectmen, so that someone who can regularly attend meetings can be appointed by the Board.

Enforcement

If a B/C/C member's conduct is inconsistent with this code of conduct, the Board of Selectmen will determine whether action needs to be taken. Action may include:

- a discussion with the Chairman of the BCC and/or the Board of Selectmen liaison to try to address the conduct;
- Consideration by the Board of Selectmen relative to reappointment when that consideration comes before the Board of Selectmen.

Adopted by the Board of Selectmen 6/9/09