



Town of Orleans

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Finance Committee

19 School Road Orleans Massachusetts 02653-3699

Code of Conduct

Policy Goals

This Code of Conduct Policy establishes standards with which the Orleans Finance Committee conducts its business to achieve and maintain a high level of public confidence, trust, and respect for its professionalism.

Standard of Conduct guided by State Laws, Town Policies and By-Laws

A Committee member:

- Works within the laws established by the Commonwealth and the Policies and By-Laws defined by the Town Charter (<https://ecode360.com/14345881>).
- Abides by the ethics guidelines established by the State (<https://www.mass.gov/service-details/state-ethics-commission-regulations-930-cmr-100-700>).
- Abides by the Open Meeting Law guidelines established by the State (<https://www.mass.gov/files/documents/2017/09/25/2017%20Guide%20only.pdf>).

Standard of Conduct Generally and in Relation to the Community

A Committee member:

- Represents the Town of Orleans at all times.
- Accepts this Committee position as a means of unselfish public service, not to benefit personally, professionally, or financially.
- Recognizes that the role of local government is to serve the best interests of all the people.
- Listens when talking with members of the community without making promises or implying what action will be taken by the Committee.
- Demonstrates respect for the public that the Committee serves.
- Safeguards confidential information.
- Conducts oneself to maintain public confidence in our local government.

Standard of Conduct in Relation to Fellow Committee Members

A Committee member:

- Is well informed concerning the duties of a Committee member.
- Treats all Committee members with respect despite differences of opinion.
- Respects and embraces honest differences of opinion.
- Attends all meetings and promptly notifies the chairman of occasional absences.
- Is well informed about all agenda items in preparation for each meeting.
- Presents no public criticism of the overall Committee or individual Committee members.

- Honor the past. Understands where the Town and the Committee have been and what they have tried to do before - and why – prior to actively advocating a different path.
- Recognizes that action at official meetings is binding and that you alone cannot bind the Committee outside of such meetings.
- Realizes that as member of a team one should abide by all decisions of the Committee once they are made.
- Refrains from making statements or promises as to how you will vote on matters that will come before the Committee before having had an opportunity to hear the pros and cons of the issue during a public meeting.
- Makes decisions only after all facts and perspectives on a question have been presented and discussed.
- Advocates at the meeting until a vote is taken, then supports the majority view.
- Who participates in Committee deliberations and has a minority view and wants to continue to publicly state it, must be sure to identify it as the minority view and describe the majority view, its rationale, and the source of the disagreement.
- Who was unable to participate in Committee deliberations on an issue and disagrees with the Committee’s decision, should only speak publicly as a private citizen, not as a Committee member. Such a member must make no reference to what her/his vote would have been if present in the missed meeting.

Standard of Conduct in Relation to Town Staff

A Committee member:

- Treat all staff as professionals and respects the abilities, experience, and dignity of everyone.

Procedures

A Committee member:

- Refrains from communicating the position of the Committee to reporters unless the full Committee has agreed on the position. In general, only the Chairman should speak for the Committee, and then only present what is consistent with the Committee position.
- Provides any materials or information received from Town staff to all Committee members.
- Understands Section 6-1-3 of the Town Charter which notes that each Committee may adopt “rules of procedure and voting”. The Town’s “Guide for Committees, Boards and Commissions” further notes that “committees should adhere to a minimum of generally accepted procedures” and that “most committees select *Robert’s Rules of Order* as a guide on procedural questions.”

Drafted: July 14, 2021

Approved: August 5, 2021