

MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Randi Gallivan, Town Clerk

DATE: July 19, 2018

RE: **Meeting Protocol and Standards of Conduct**

Attached is a document setting out Meeting Protocol and Standards of Conduct for Board of Trustees meetings, including a checklist for monitoring your own conduct during the meeting.

You may choose to adopt this document, with or without amending it, as Board policy.



MEETING PROTOCOL AND STANDARDS OF CONDUCT

1. Boards should make the public feel welcome and should refrain from showing any sign of partiality, prejudice or disrespect toward an individual participating in or attending a public meeting.
2. Give the appearance of active listening.
3. Be aware of facial expressions and body language.
4. Board members are expected to refrain from sidebar conversations to the greatest extent possible.
5. Pursuant to Robert's Rules of Order, Revised, each Board member should be recognized by the Mayor prior to speaking.
6. No belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments toward one another or the public should be voiced.
7. Practice civility, professionalism and decorum in discussions and debate.
8. Show respect for each other at all times.
9. Work collaboratively to identify promising options, openly discuss and evaluate options, and to listen to the concerns of other Board members, the public and staff prior to making a decision.
10. Board members are expected to attend meetings having reviewed all the information presented in the pre-meeting packets.
11. Keep discussions on issues relative to the topic at hand to allow adequate time to fully discuss scheduled issues.
12. Questions of staff and/or requests for additional background information should be directed to the Town Administrator or Town Attorney when appropriate.
13. Board members should ask the Mayor to intervene if discussion on agenda items extends beyond a reasonable time frame or deviates from the issue being discussed.
14. Board members should refrain from undermining a majority decision by the Board.
15. Direction is given at Board meetings by the whole Board by motion or clear consensus for inclusion in the minutes of the meeting.
16. If a Board member has a request for an agenda item it should be brought forward in board reports and, by board consensus, be placed on the next agenda.
17. All members of the Board should be treated professionally and with respect. This also applies to staff.

Board of Trustees

Checklist for Monitoring Conduct

1. Will my decision/statement/action violate the trust, rights or good will of others?
2. What are my reasons and the spirit behind my actions?
3. If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
4. How would my conduct be evaluated by people whose integrity and character I respect?
5. Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
6. Is my conduct fair? Just? Morally right?
7. If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
8. Does my conduct give others reason to trust or distrust me?
9. Do I exhibit the same conduct in my private life as I do in my public life?
10. Can I take legitimate pride in the way I conduct myself and the example I set?
11. Do I listen and understand the views of others?
12. Do I question and confront different points of view in a constructive manner?
13. Do I work to resolve differences and come to mutual agreement?
14. Do I support others and show respect for their ideas?
15. Will my conduct cause public embarrassment to someone else?