

Town Manager Code of Conduct

- 1. The Town Manager, in relation to his or her community should:**
 - a. Realize that his or her basic function is to serve as the chief administrative officer of the town, with policy making the responsibility of the Select Board.
 - b. Realize that in undertaking the proper operation of town affairs, that the Select Board may direct the Town Manager by setting priorities that affect policy.
 - c. Realize that he or she is one part of the executive authority of the Town and should implement all Select Board decisions once they are made.
 - d. Be well informed concerning the duties of a Town Manager on both local and state levels.
 - e. Remember that he or she represents the entire community at all times.
 - f. Realize that service to the Town is service to the community and not service for personal or political benefit.
 - g. Abide by the ethics guidelines established by the State.

- 2. The Town Manager, in his or her relations with the Select Board, should:**
 - a. Endeavor to implement sound, clearly defined policies and programs that will direct and support the administration of the Town, or the benefit of, the staff and residents of the community.
 - b. Recognize and support the Select Board as the chief executive office of the town and refer policy concerns to the Board.
 - c. Assist the Select Board in the development of policy guidelines and directives.
 - d. Refrain from inserting himself in the policy decisions of the Board unless requested by the Board to offer insight or assistance.

- 3. The Town Manager, in his or her relations with Select Board members, should:**
 - a. Recognize that the Board's action at official legal meetings is binding and that he or she cannot seek action from the Board outside of such meetings.
 - b. Refrain from making statements or promises regarding the outcome of matters that will come before the Board until the Board has a full and fair opportunity to weigh the merits of an issue during a Board meeting.
 - c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
 - d. Keep the Board fully informed as to the needs of the Town, and recommend to the Board for adoption such measures requiring action by them or by the Town.
 - e. Refrain from communicating the position of the Select Board, or other members, without prior Board approval.
 - f. Be respectful of Board members and their opinions.

- 4. The Town Manager, in his or her relations with Town staff, should:**
 - a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of each individual.
 - b. Never publicly criticize an individual employee. Concerns about staff performance should only be made through private conversation.
 - c. Ensure that all requests from the Select Board go through the Town Manager's office.
 - d. Ensure that any materials or information provided to a Select Board member from a staff member be made available to all Select Board members.

- 5. No Surprises.**