



TOWN OF NORWOOD

CODE OF CONDUCT FOR MEMBERS OF THE PERSONNEL BOARD

Members of the Personnel Board of the Town of Norwood (“Board”) are expected to comply with the following code of conduct.

A Member should:

1. Be aware he or she represents the entire community at all times and are required to uphold the highest standard of ethical & professional behavior at meetings, whether in public, executive session and within the community.
2. Remember that his or her function is to follow the mission of the Board.
3. Be well informed concerning the responsibilities of the Board.
4. Remember that he or she is one of a team and should abide by all decisions of the Board once they are made. Members are not authorized to individually represent the Board without prior consent
5. Accept the role of a Board Member only as a means of unselfish service. Members should not benefit, personally or politically, from their Board activities.
6. Abide by the ethics guidelines established by the State and the Town’s own Professional Conduct Policy (#P-406) – Section 4. Members must decline to participate in decisions which affect their personal interests, and they generally may not accept gifts from parties whose interests are affected by the work of the Board. Refer to the state Conflict of Interest Law if in doubt.
7. Abide by the state Open Meeting Law. Board discussions generally cannot take place, nor can decisions be made, unless the meeting has been posted according to the law, the public offered an opportunity to attend and there is a quorum present. All Board business, except that conducted in Executive session, is a matter of public record and should be conducted in public. In particular, Board discussions that take place by email are violations of the Open Meeting Law. Refer to the state Open Meeting Law and Public Records Law if in doubt.
8. Understand when Executive session is permitted and when it is not.
9. Uphold the intent of Executive sessions and respect the privileged communication that takes place in Executive session.

10. Request assistance normally from Town staff through the appropriate staff person assigned to the Board or as required by the Member's responsibilities and authorized by the Board.
11. Treat all staff and other boards as professionals, with clear and honest communication that respects the abilities, experience, and dignity of each individual.
12. Not indicate how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue during a public meeting of the Board.
13. Ensure that members of the public receive information which they request and to which they are entitled to, and solicit all points of view, in writing, if there is not sufficient time at the Hearing.
14. Make decisions only after all facts on a question have been presented and discussed in a public meeting.
15. Refrain from communicating the position of the Board to reporters or state officials unless the full Board has previously agreed on both the position and the language of the statement.
16. Treat with respect all members of the Board and the public despite differences of opinion.
17. Concerns about staff performance should be made only to the appropriate Town official in private conversation or in writing and after approval of such disclosure by the Board.
18. Ensure that any materials or information provided to a Board Member from Town staff be made available to all Board Members.
19. Offer his or her resignation to the appropriate Town official in the event that the Member no longer is able to perform the duties of the position so that a new Member can be appointed who can participate regularly.

Adopted by the Personnel Board of the Town of Norwood, March 21, 2012

David E. Hajjar, Chairman
Anne Haley, Vice-chair
Willard Krasnow
Patterson Riley
John E. Taylor

Member Acknowledgement: _____

Date: _____