

# CONDUCT POLICY

## All Committee, Board and Select Board Members

### Intent:

It is important for the success of our community that all Town board and committee members collaborate well with the other members and other boards and committees, conduct meetings free of harassment or bullying, and act in the public interest for the Town of Southwest Harbor. To achieve the harmony necessary to this success and democratic governance, the following standards for conduct are hereby established.

### Authority:

As the appointing authority for all non-elected Town board and committee members, the Select Board has a legal responsibility to assure appropriate conduct from its appointees.

### Use:

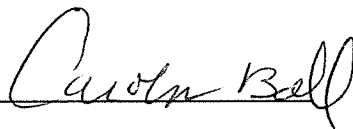
In making appointments and re-appointments, the Select Board will consider violation of the standards set forth below, either during the current term or in the recent past, as cause for non-appointment. Violations of these standards may be cause for removal from office during the current term. The Select Board will model these standards in its meetings.

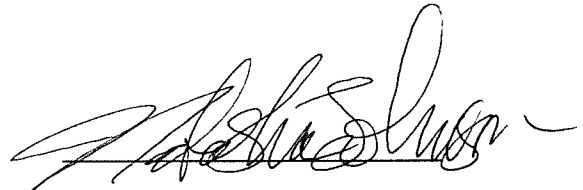
### Procedure:

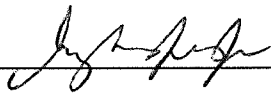
1. The Chair oversees meetings.
2. Discussion takes place through the Chair with members directing their comments to the Chair, not to each other, nor to the public.
3. Members conduct should remain calm, professional, communicating effectively, listening, and respecting other's ideas and not get loud, interrupt, yell, swear, use sarcasm, bully, harass or ridicule others.
4. Members should conduct meetings open to the public, ensure agendas are publicized by the Town and follow Maine's Freedom Access Act.
5. Members with a conflict of interest or the appearance of a conflict of interest should disclose to entire board or committee and shall not vote on any matter in which it is deemed a financial interest, personal interest, or benefit. Members may share their expertise helpful to the committee or board.
6. Members shall uphold ordinances related to board or committee on which they sit.
7. Board and committee members shall not commit any illegal act.
8. Attendance at meetings is critical to a committee's success. Three unexcused absences in a row will be considered submission of the member's resignation.
9. Decisions made by a committee or board will be respected by the board or committee members, regardless of how the individual member votes.

Each member of a committee or board shall receive a copy of this policy upon appointment or reappointment.

*Adopted by the Southwest Harbor Select Board  
on August 09, 2022*

  
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*Carolyn Ball, Chair*

  
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*Natasha Johnson, Vice Chair*

  
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*George Jellison, JR.*

  
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*James Vallette*

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*Vacant*

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Legislative History:

07/20/2022      Draft prepared  
08/09/2022      Adopted by the Select Board