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4 1. A member of the Board of Selectmen, while working for this community should:

- 5 • Understand their basic function is policy creation, not administration.
- 6 • Function as a team. Abide by, and carry out, all Board decisions.
- 7 • Be well-informed concerning the duties of a Board member on both local and state levels.
- 8 • Keep current and informed about Town business, situations, projects, etc. (i.e. read Emails
9 and supporting documents, follow up on action items, etc.), be available for required
10 duties (scheduled meetings, voting, etc.), be an active part of the committees for which
11 they are a BOS representative.
- 12 • Always serve as a representative of the entire community.
- 13 • Realize that their interactions with, and manner of speaking to, members of the community
14 always reflect on the entire Selectboard and Town.
- 15 • Adhere to an ethical standard of not using position for personal, political, or monetary
16 benefit, or to benefit friends, family, or other personal interests.
- 17 • Abide by all ethical guidelines established by the State of New Hampshire.
- 18 • Have read and are well aware of Canterbury's Code of Ethics.

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20 2. A member of the Board of Selectmen, in their relations with the Town Administrator, should:

- 21 • Support the administration for the benefit of Town staff, Town employees, and residents of
22 Canterbury.
- 23 • Endeavor to establish sound, clearly defined and communicated....
24 *Note from Beth: In the original document I based this on, this sentence was not complete! I*
25 *am supposing it was something like "establish administrative chain of command" since*
26 *that point is referred to in the next bullet point.*
- 27 • Respect administrative chain of command and refuse to act on complaints as an individual
28 outside the administration.
- 29 • Allow the Town Administrator full authority and responsibility in the discharge of their
30 duties.
- 31 • Communicate all instructions or requests relevant to the role of Selectman through the
32 entire Board and the Town Administrator in person or through approved Emails.

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34 3. A member of the Board of Selectmen, in their relations with fellow Board members, should:

- 35 • Recognize that only actions voted on at official meetings is legally binding. An individual
36 BOS member does not have the authority to bind the entire Board outside of such
37 meetings.
- 38 • Make no commitments or decisions on how they will vote prior to hearings where all facts
39 have been presented and discussed before the Board.

- Uphold the intent and respect the privileged communication that exists in Executive Session. Understand the Legal requirements and restrictions of Executive Session and the consequences of not abiding by them.
- Refrain from commenting on the position of the Board before all Board members have agreed on both the position and the language to be used to communicate the position.
- Always respect the rights and dignity of all members of the Board.

4. A member of the Board of Selectmen, in their relations with Town Staff, should:

- Treat all staff professionally, respectfully, and with dignity.
- Direct questions and/or requests for Town staff to the Town Administrator, Town Counsel, or Department heads. The office of the Town Administrator should be copied on all requests or correspondence.
- Never publicly criticize an individual employee. Concerns are to be made privately to the Town Administrator.
- Limit requests for excessive amounts of staff support (for example large amounts of copying, document research, phone calling, letter writing, etc.) and ensure that such requests go through the Town Administrator's office.
- All materials or information provided to a Selectmen by a Town staff member are to be made available to all Selectmen.

5. A member of the Board of Selectmen, in their relations with Town Employees, should:

Note from Beth: It feels like the "Town Staff" in Section 4 refers to SLH staff such as Kal, Mary, Jan, Mandy, Sam, Jess. Think we might want to add a "Town Employees" section to address the possibility of a BOS member going directly to the Highway Department for example, and directing them to grade a certain road, or directing the Police to patrol a certain area, etc.

6. A member of the Board of Selectmen who willfully disregards this Code of Conduct by:

- knowingly engaging in behaviors that are illegal
- that are disrespectful or harassing
- that benefits them personally
- that do not represent the best interests of Canterbury

shall be subject to *****

Note from Beth: This last section is problematic. I believe that Town council has already weighed in on the question of how "enforceable" this might be (unless a BOS member does something patently illegal.) But seems like we need to say something here. We need to consider this issue in the Code of Ethics as well.