

## **TOWN OF NORRIDGEWOCK APPOINTED COMMITTEE MEMBER CONDUCT POLICY**

### **Section 1. Purpose.**

For the success of our community, it is important that all Town boards, committees, and commissions (hereafter, generally referred to as “Committees”) and each member, work well with other committees and members. This policy is intended to facilitate the appointment and maintenance of full, well-run committees that represent the interests of the townspeople.

### **Section 2. Authority.**

As the appointing authority for all non-elected Town committees, the Norridgewock Select Board has a legal responsibility to assure appropriate conduct from its appointees. The authority of the Select Board is limited only to appointed members of appointed committees; elected officials are excluded.

### **Section 3. Applicability.**

In making appointments and reappointments, the Select Board will consider violation(s) of the standards set forth below, either during the current term or in the recent past, as cause for non-appointment. Violation of one or more of the standards may be cause for removal from office during a current term.

### **Section 4. Member Conduct.**

The following is a list of member expectations that should be observed. Expected conduct includes, but is not limited to:

1. The Chair (or acting chair) of each committee shall be expected to control the meeting.
2. Discussion takes place through the Chair; members shall direct their comments to the Chair, not to each other, nor to the public.
3. Committee members shall remain calm and professional at all times.
4. Listen and respect each other’s ideas; members shall not interrupt others.
5. The use of sarcasm, ridicule, vulgar language is strongly discouraged.
6. Business is not personal; discussion should be related to policy matters.
7. Members shall abstain from matters where there is conflict of interest. Conflict of interest is determined by a majority vote of the committee’s members.

**Section 5. Attendance.**

Member attendance at meetings is critical to any committee's success. Three unexcused absences, or five absences within one calendar year, will be considered submission of the member's resignation. The Select Board may act upon that resignation at any time after a review of the circumstances surrounding a member's attendance record. It is each member's responsibility to notify the Committee Chair and/or the Town Manager of the absence, to be granted excuse.

**Section 6. Removal for Cause.**

Appointed committee members may be disciplined or removed from a position by the Select Board with cause. Any member subject to discipline and/or removal shall be given the right to due process and hearing. A committee may, by a majority vote, recommend to the Select Board that a fellow member be considered for removal for cause.

**Section 7. Appeal.**

Should any committee member allege grievance with a Select Board determination of conduct and/or removal, the final appeal authority shall be the Board of Appeals. A grievance claimed by a member of the Board of Appeals shall be heard by the Board of Appeals, with the grieving member fully recused.

**Section 8. Adoption and Amendment.**

This policy supersedes and replaces any and all like or comparable policies or decisions previously enacted or adopted by the Select Board. This policy may be amended from time to time, as seen fit by a majority vote of the Select Board.