

RESOLUTION NO. 3278

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PAYSON, ARIZONA ADOPTING AN APPOINTED OFFICIALS' NORMS AND STANDARDS OF CONDUCT POLICY MANUAL.

RECITALS:

WHEREAS, pursuant to Payson Town Code §33.03(C), the Town Council has the authority to adopt a Boards and Commissions Code of Conduct, Ethics, and Behavior manual for appointed officials who act in an advisory capacity to the Council; and

WHEREAS, it is determined that adoption of such Code of Conduct is in the best interest of the Town.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE TOWN OF PAYSON AS FOLLOWS:

Section 1. THAT there is hereby adopted the Appointed Officials Norms and Standards of Conduct, which is attached hereto as Exhibit A and made a part hereof by this reference.

PASSED and ADOPTED by the Mayor and Council of the Town of Payson, Arizona, on this 24th day of March 2022.

TOM MORRISSEY, Mayor

ATTEST:

APPROVED AS TO FORM:

TRACIE BAILEY
Town Clerk

JON M. PALADINI/PIERCE COLEMAN
Town Attorney

CERTIFICATION OF RECORDING
OFFICER

STATE OF ARIZONA
County of Gila

)
) ss.

I, the undersigned Tracie Bailey, being the duly appointed, qualified Town Clerk of the Town of Payson, Gila County, Arizona, certify that the foregoing Resolution No. _____ is a true, correct and accurate copy of Resolution No. _____ passed and adopted at a Voting Meeting of the Council of the Town of Payson, Gila County, Arizona, held on the _____ day of _____ 2022, at which a quorum was present and, by a vote, _____ voted in favor of said resolution.

Given under my hand and sealed this __ day of _____, 2022.

Seal

Town Clerk

Exhibit A to Resolution 3278

APPOINTED OFFICIAL NORMS AND

STANDARDS OF CONDUCT

SUBJECT: Appointed Official Norms and Standards of Conduct

POLICY STATEMENT: It is expected that Appointed Officials will adhere to the norms and standards of conduct set forth in this Board and Commission Policy. For purposes of this policy, “Appointed Officials” includes all Town of Payson board, commission and committee members.

A. GENERAL

Appointed Officials recognize and accept the advisory role they play in helping the Town of Payson Council make thoughtful policy decisions. Appointed Officials are an important part of the Council’s strategy for inclusive citizen participation in local government.

Staff will strive to provide the same information to all Appointed Officials.

B. BOARD AND COMMISSION VALUES

1. Appointed Officials will cooperate with each other in the conduct of Town business.
2. Board and Commission actions are enhanced by processes that encourage public involvement and community engagement.
3. Appointed Officials demonstrate respect and act with integrity.
4. Appointed Officials will be transparent.
5. Appointed Officials will respect traditions but not be bound by them.

C. BOARD AND COMMISSION INTERACTION AND COMMUNICATION

1. General
 - a. Appointed Officials will initiate resolution of interpersonal conflicts quickly and not let them fester or be prolonged. Furthermore, they shall resolve differences through direct interaction with each other and, if necessary, through the appropriate staff liaison and/or the Town Attorney.
 - b. Appointed Officials will not direct personal attacks at each other or staff members of the Town of Payson during public meetings, in the media (radio, or social media, letters to the editor etc.), or any other place or time and will discuss issues in private, without committing a violation of the Arizona Open Meeting Law.
 - c. Communications between Appointed Officials in public meetings shall be formal and not casual since it is important to be aware of the impact on and perception of the public.

2. Appointed Official Conduct with One Another. Board and Commissions are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Appointed Officials may “agree to disagree” on contentious issues.

- a. **In Public Meetings**

- i. Practice civility and decorum in discussions and debate
 - a. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Appointed Officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting, profanity, or any other physical actions that could be construed as threatening will be tolerated.
- ii. Honor the role of the Chair in maintaining order
 - a. It is the responsibility of the Chair to keep the comments of Appointed Officials on track during public meetings. Appointed Officials should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair’s actions, those objections should be voiced politely and with reason, following procedures outlines in parliamentary procedure.
- iii. Avoid personal comments that could offend other Appointed Officials
 - a. If an Appointed Official is personally offended by the remarks of another Appointed Official, the offended Appointed Official should make notes of the actual words used and call for a “point of personal privilege” that challenges the other Appointed Official to justify or apologize for the language used. The Chair will maintain control of this discussion. To that end, all discussion in public meetings must go through the Chair.
- iv. Demonstrate effective problem-solving approaches
 - a. Appointed Officials have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

- b. **In Private Encounters**

- i. Continue respectful behavior in private and on social media platforms
 - a. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations and on social media platforms.
- ii. Be aware the lack of security of written notes, voicemail messages, and e-mail
 - a. Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note shared with others? How would you feel if this voicemail message were played on a speakerphone in a full office? What would happen if this e-mail message were forwarded to others? Written

notes, voicemail messages and e-mail should be treated as potentially “public” communication and subject to public records law.

3. Appointed Official Conduct on Social Media
 - a. How Appointed Officials treat one another, Town council members, Town staff, constituents, and others on social media is equally as important as in-person interactions. This Code of Conduct should be adhered to by all Appointed Officials while using social media platforms as well.
4. Appointed Official Conduct with Other Public Agencies
 - a. Be clear about representing the Town or personal interests
 - i. If an Appointed Official appears before another governmental agency or organization to give a statement on an issue, the Appointed Official must clearly state that his or her statement reflects personal opinion. Appointed Officials should be clear about which organizations they represent. A.R.S. § 9-500.14 prohibits the use of public resources to influence an election. Appointed officials should not use their official positions to influence government decisions in which they have a substantial financial interest or a relationship that may give the appearance of a conflict of interest. Public Officials should abstain from participating in deliberations and decision-making where conflicts of interest may exist as defined under Arizona law. Appointed Officials should discuss issues of conflict of interest with the Town Attorney.

D. BOARD AND COMMISSION OPTIONS FOR KEEPING INFORMED

1. Appointed Officials may read past meeting minutes to find out what has been previously decided and considered by the body.
2. Appointed Officials may read documents on planning-related items.
3. Appointed Officials may discuss future agenda topics with the appropriate staff liaison.
4. Appointed Officials will do their homework in preparation for Board and Commission meetings.
5. Appointed Officials will make extensive use of staff reports.
6. Appointed Officials sitting as a quasi-judicial body are prohibited from ex parte contact (outside of the hearing or meeting) with an applicant to discuss the matter to be decided by the board. (See Ethics Policy Section I). All other advisory boards and commission members are discouraged from meeting separately with developers, builders or other persons doing business in or with the Town but are not prohibited from doing so. Each Appointed Official will report to the appropriate staff liaison all meetings to be held with developers, builders and businesses. The staff liaison will report such meetings to the other board or commission members. No agreements shall be reached with developers on behalf of the Town.

E. OVERVIEW OF ROLES AND RESPONSIBILITIES

1. All Appointed Officials

- a. All Appointed Officials, including those serving as Chair and Vice Chair, have equal votes on their respective board, commission or committee. No Appointed Official has more authority than any other Appointed Official, and all should be treated with equal respect. All Appointed Officials should:
 - i. Fully participate in Town Board and Commission meetings while demonstrating kindness, consideration, and courtesy to others.
 - ii. Prepare in advance of Board and Commission meetings and be familiar with issues on the agenda.
 - iii. Be respectful of other people's time. Stay focused and act efficiently during public meetings.
 - iv. Inspire public confidence in Payson government.
 - v. Provide contact information with the appropriate staff liaison.
 - vi. Demonstrate honesty and integrity in every action and statement
 - vii. Be familiar with Board and Commission procedures, such as this Policy Manual.

F. POLICIES & PROTOCOL RELATED TO CONDUCT

1. Endorsement of Candidates

- a. Appointed Officials have the right to endorse candidates for all elected council seats or other elected offices. It is improper to mention endorsements during Board and Commission meetings or other official Town meetings or use Town resources to in any way affect the outcome of an election.

ETHICS POLICY

SUBJECT: Ethics Policy

POLICY STATEMENT: This purpose of this policy is to set forth standards that ensure any person in government service shall uphold and be ever conscious that public office is a public trust.

A. PUBLIC TRUST – BREACH OF FIDUCIARY DUTY.

1. Town of Payson Appointed Officials hold their positions as a public trust and Payson residents have a right to expect that all Appointed Officials will place loyalty to the U.S. and Arizona Constitutions, Town Code, state and federal laws and ethical principles above private interests. Appointed Officials shall not use public office for private gain. Appointed Officials shall act impartially and not give preferential treatment to any private organization or individual. Appointed Officials will act in such a way so that the public will have confidence in the integrity of its government.

B. CONFIDENTIALITY.

1. An Appointed Official shall not knowingly disclose information which he or she knows or reasonably should know is confidential information regardless of the source of the information unless compelled to do so by operation of law. If an issue arises as to whether an item is confidential, the Town Attorney shall be requested to furnish a legal opinion on the issue.
2. An Appointed Official shall not knowingly use or disclose any information gained in the course of or by reason of his or her official position and which has not been made public to advance his or her financial interests or to further the financial interests of any family member.
3. No Appointed Official shall communicate information concerning a matter subject to or pending litigation in which the Town is a party, which could reasonably be interpreted as an admission of liability on behalf of the Town or which a reasonable person would interpret as being prejudicial to the interests of the Town in the subject matter without prior authorization of the Town Attorney unless compelled by legal authority.
4. Information discussed or to be discussed in executive session is confidential and must remain confidential and is not to be discussed outside the executive session except during and after discussion of the subject matter in an open Board and Commission meeting.
5. Confidentiality requirements extend to Appointed Officials following their term of office. A.R.S. § 38-504(B) stipulates that for two years following the end of the term, Appointed Officials are prohibited from disclosing or using, without appropriate authorization, any information acquired in the course of their official duties designated as confidential or information made confidential by statute or rule. Additionally, Appointed Officials are prohibited from disclosing or using for profit information that is designated as confidential, unless authorized by statute or rule.

C. IMPROPER USE OF OFFICE FOR PERSONAL GAIN.

1. No Appointed Official shall use or attempt to use the Appointed Official's position to secure any valuable thing or valuable benefit for the Appointed Official that would not ordinarily accrue to the Appointed Official in the performance of his or her official duties if the thing or benefit is of such character as to manifest a substantial and improper influence on the Appointed Official with respect to such person's duties.
2. No Appointed Official or relative of an Appointed Official shall solicit, accept, or agree to accept any benefit upon agreement or understanding that the Appointed Official's vote, opinion, judgment, exercise of discretion or other action as an Appointed Official may thereby be influenced.
3. No Appointed Official shall, during the term for which he or she has been appointed, knowingly accept, take or receive for his or her own use from the Town, any money or other thing of value other than that which is provided to be paid him for his services as such. A person who violates any provision of this section is guilty of a petty offense, and his office shall be forfeited pursuant to A.R.S. § 9-304.
4. No current or former Appointed Official shall use or disclose information gained in the course of, or by reason of, his or her official position or activities if the information is not public information or if the Appointed Official has not been authorized to communicate it to the public. This provision shall not:
 - a. Prohibit the disclosure of any such information to other Appointed Officials to whose duties the information may be pertinent; or
 - b. Prevent any Appointed Official from reporting violations of these Rules or other illegal acts to the proper authorities; or
 - c. Prohibit the disclosure of any such information the disclosure of which is required by law.
5. To the extent an Appointed Official acquires or holds an interest in any business or undertaking which the official has reason to believe may directly and substantially affect the official's economic benefit by official action of the Town, such member shall disclose the interest, declare a conflict of interest, and recuse him/herself from participation and voting on the matter.
6. No Appointed Official shall knowingly obtain or seek to obtain property or services by means of a threat to take or withhold action as an Appointed Official or cause an Appointed Official to take or withhold action.

D. CONFLICT OF INTEREST.

1. Purpose: The purpose of the conflict of interest laws is to prevent self-dealing by members and to remove or limit any improper influence which might bear on an Appointed Official's decision. This section is governed by A.R.S. §§ 35-501 – 38-511.
2. Compliance with Conflict of Interest Laws: Appointed Officials shall comply with the conflict of interest laws of Arizona. If an Appointed Official is not sure he or she has a conflict of interest on a matter before the Town Board and Commission, the Town Attorney

should be contacted. Requests related to conflicts of interest are confidential; however, official opinions of the Town Attorney are required by law to be a public record.

3. Conflict of Interest - Generally: A conflict of interest occurs when an Appointed Official or a relative of the Appointed Official has a substantial interest (pecuniary or proprietary) in a matter that may come before the Board and Commission during the Appointed Official's term of office. An interest is not substantial if it is a remote interest under A.R.S. § 38-502(10). Appointed Officials have an obligation to become aware of the interests of relatives in matters in which the Appointed Official may become involved. "Relative" is defined under A.R.S. § 38-502(9) to include "the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse."
4. Conflict of Interest - Procurement: No member of the Board and Commission shall supply to the Town, directly or indirectly, any equipment, material, supplies, or services, unless pursuant to an award or contract let after public competitive bidding except if the Town purchases, without using public competitive bidding procedures, supplies, materials and equipment not exceeding three hundred dollars (\$300) in cost in any single transaction, not to exceed a total of one thousand dollars (\$1,000) annually, from a member of the Board and Commission if the policy for such purchases is approved annually.
5. Conflict of Interest - Other Appointed Officials: Any Appointed Official who believes that any other Appointed Official has a conflict of interest in any agenda item before the Board and Commission shall provide relevant information or materials to the Town Clerk, and the Town Clerk shall forward copies of this information and materials to the Appointed Official who is alleged to have a conflict of interest, the other Appointed Officials and the Town Attorney.
6. Disclosure of Conflict: An Appointed Official who has or may have, a conflict of interest in a matter which requires an official action by any decision maker, shall, before the matter is decided, disclose the conflict of interest or the potential or alleged conflict of interest by filing a written statement with the appropriate staff liaison. All questions relating to a special interest shall be resolved before the matter is decided, and if the matter comes before the Board or Commission, before the Board or Commission engages in any consideration of the merits of the matter.
7. Withdrawal from any Participation in Decision: The Appointed Official with the conflict of interest shall withdraw from participation in the matter and not communicate about the matter with anyone involved in the decision-making process and not attempt to influence another Appointed Official in the determination of the matter to avoid a violation of A.R.S. § 38-503. To avoid the appearance of impropriety, an Appointed Official who has declared a conflict of interest or a potential conflict of interest in any matter, shall leave his or her regular seat as a member of the Board or Commission, and not return to it until deliberation and action on the matter is completed.

E. COMPULSORY ATTENDANCE AND CONDUCT AT MEETINGS.

1. A majority of the members of the Board and Commission may, by vote, require the attendance of its members and other officers of the Town at the next regular or special meeting of the Board and Commission.

F. ACCEPTANCE OF GRATUITIES PROHIBITED.

1. It shall be a violation for any Appointed Official to knowingly ask or receive any emolument, gratuity or reward, or any promise thereof, excepting those authorized by law, for doing an official act.
2. It shall be a violation for any Appointed Official to solicit, receive or accept a gift, favors or economic benefit from anyone who attempts to influence the passage or defeat any matters that are pending or proposed and are subject to formal approval by the Board and Commission. "Gift" includes a payment, distribution, expenditure, advance, deposit or donation of money, any intangible personal property or any kind of tangible personal or real property.
3. Subject to A.R.S. § 41-1231(9), "Gift" means a payment, distribution, expenditure, advance, deposit or donation of money, any intangible personal property or any kind of tangible personal or real property. For the purposes of this article, gift does not include:
 - a. A gift, devise or inheritance from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle or first cousin or the spouse of any such individual if the donor is not acting as the agent or intermediary for someone other than a person covered by this subdivision.
 - b. Expenditures that are exempt from reporting under this chapter for:
 - i. A speaking engagement.
 - ii. Food or beverages.
 - iii. Travel and lodging.
 - iv. Flowers.
 - c. Salary, compensation or employer-reimbursed expenses lawfully paid to a public official.
 - d. The value, cost or price of professional or consulting services that are not rendered to obtain a benefit for any registered principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist or the clients of a principal or lobbyist.
 - e. Expenses relating to a special event or function to which all members of the legislature, either house of the legislature or any committee of the legislature is invited.
 - f. A plaque or other form of recognition similar to a plaque to a state officer or state employee to signify the honorary recognition of a service or other notable accomplishment.
 - g. Informational material such as books, reports, pamphlets, calendars or periodicals.
 - h. An item that is not used and that is returned within fifteen days of receipt to the donor or that is delivered within fifteen days of receipt to a charitable organization and that is not claimed as a charitable contribution for state or federal income tax purposes.
 - i. A campaign contribution that is properly received and reported as required by law.
 - j. An item that is given to a state officer or employee if the state officer or employee gives an item of approximately the same value to the giver of the item at the same time that the item is given or on a similar occasion as the one that prompted the original item to be given.
 - k. Gifts of a personal nature that were customarily received by an individual from the donor before the individual became a state officer or employee.

1. An item that is given to the general public at an event.

G. APPOINTED OFFICIALS NOT TO BE EMPLOYED AND RESTRICTION ON EMPLOYMENT OF APPOINTED OFFICIALS.

1. No Member of Board and Commission shall be appointed to any Town office with compensation or be employed by the Town during that period of time while he or she is in office. Provided, however, this shall not be construed to prohibit reimbursement or payment of bona fide expenses incurred by an elective or appointive officer in performance of official duties or business on behalf of the Town.

I. EX-PARTE CONTACT.

When a governmental function requires a member of Town Board or Commission to act in a quasi-judicial capacity, the member of the Town Board or Commission shall take reasonable precautions to avoid and prevent improper ex-parte communication with any party in interest or with their representative and refrain from any activity which could give the perception of an improper ex-parte communication with a party in interest or with the representative of any party in interest. Any member of Town Board or Commission may seek an advisory opinion from the Town Attorney concerning any ex-parte communication received pertaining to a matter the subject of which is or may become the subject of a quasi-judicial proceeding in which the officer may perform a governmental function. If any member of Town Board or Commission receives ex-parte communications regarding a matter which is before the Board or Commission for quasi-judicial action the Board or Commission, the member shall disclose the communication as part of the hearing. After disclosure, the Board or Commission member may participate in the hearing and vote on any action unless a majority of the Board or Commission concludes that the communication may prevent him or her from participating and voting thereon in an unbiased manner. If the majority of the Board or Commission concludes that the ex-parte communication may prevent him or her from voting in an unbiased manner, he or she shall recuse him or herself and shall not participate in the discussion or vote in the proceeding.

J. BEHAVIOR OF APPOINTED OFFICIALS OF THE TOWN OF PAYSON.

In all official matters, Appointed Officials shall conduct themselves in a manner so as not to bring disrespect or disrepute to the office held or to the Town. During sessions or meetings of the official Board and Commission, officials shall treat their fellow officials, the public and Town employees with respect. Officials shall refrain from personal attacks on the public, the Town Council, Town Staff and their fellow officials and shall not attack the motives of their fellow officials.

K. OTHER ABUSES OR MISUSES OF POSITION

1. No Appointed Official shall act, or create the appearance of acting or speaking, on behalf of the Town by making any policy statement, or by promising to authorize or to prevent any future official action of any nature, when such Appointed Official is not authorized to make such a statement.
2. No Appointed Official shall falsely represent his or her personal opinion to be the official position of the Town. If an Appointed Official appears before another governmental agency or organization to give a statement on an issue, the Appointed Official must clearly state that his or her statement reflects personal opinion and not the official stance of the Town.
3. All Appointed Officials have a fiduciary duty to use Town fiscal and human resources in a manner which advances the public interest, and to refrain from using Town resources

for their personal benefit; therefore, Appointed Officials are prohibited from using Town resources in any manner which violates any applicable law or policy and are expressly prohibited from using any Town resource to obtain any personal benefit.

4. No Appointed Official shall use his or her official authority or position to influence an election, including use of Town resources to influence an election pursuant to A.R.S. § 9-500.14 or interfere with or affect the results of any election, nor to solicit or receive contributions from Town employees or in connection with any Town election.
5. No Appointed Official shall suppress any public document, record, report or any other public information available to the general public by law. Each Appointed Official is required by law to carefully secure, protect, and preserve public records from deterioration, mutilation, loss, or destruction until properly disposed pursuant to A.R.S. §§ 41-151.15 and 41.151.19. No Appointed Official shall participate by means of approval, deliberation, disapproval, recommendation or other means of exerting the Appointed Official's influence in an official action to hire, promote, discipline, lay off or take any other personnel action regarding any employee or prospective employee who is a relative of the Appointed Official.
6. An Appointed Official who is a member of a board which is empowered to vote on the matter shall recuse him or herself from participating in any board or commission discussion, deliberation or decision of any contract, the making of loans or grants of public funds, the granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation, supervision or profit-making activity relating to any business with which the Appointed Official is associated, or any business with which any relative of the Appointed Official is associated.
7. When an Appointed Official has been offered or is discussing future employment with a business that is presently dealing with the Town concerning matters within the applicable board's or commission's authority, that Appointed Official should disclose such possible future employment to the Town Attorney to obtain a legal opinion as to whether a potential conflict of interest exists and whether the Appointed Official should recuse him or herself from discussion, deliberation and decision on the matter before his/her board or commission.
8. No Appointed Official having a personal interest in a matter shall represent himself or herself or any other person before the Board and Commission in connection with that matter, nor in connection with any matter in which a relative has a personal interest, except in cases where a legal right to self-representation exists by virtue of a law other than this Policy.
9. No Appointed Official shall represent a person for compensation before the Board and Commission of which he or she is a member.

COUNCIL BOARD AND COMMISSION APPOINTMENT PROCEDURES

APPLICABILITY: These procedures apply to all appointments or re-appointments to a Town Board, Commission or Committee.

APPLICATION PROCEDURES: The Town Clerk will develop an application form for persons interested in serving on Town Boards, Commissions or Committees. All persons seeking appointment or re-appointment to a Town Board, Commission or Committee shall complete such form. The Town Clerk shall maintain a listing of all applications on file for one year from receipt of the application.

NOTICE OF OPENINGS: When an opening occurs on a Town Board, Commission or Committee, the Town Clerk will provide public notice of such openings in a manner reasonably anticipated to receive the maximum number of qualified candidates for such opening(s). The notice will include a date by which all applications must be received by the Town Clerk. Any applications received after such due date will not be reviewed for the open position(s).

COUNCIL MEETINGS TO APPOINTMENT BOARD, COMMISSION OR COMMITTEE MEMBERS: The Town Council may meet whenever necessary to select appointees to empty seats on Town boards, commissions, and committees. These meetings may be regularly scheduled Council voting meetings or special meetings as determined by the Council. After the deadline for receipt of applications, the Town Clerk will arrange for a meeting of the Council to choose Appointed Officials, which meeting will be subject to Arizona Open Meeting Law. At least five (5) business days prior to the meeting, the Town Clerk will provide copies of all applications for the open position(s) to the Council members. The Town Clerk will provide an agenda for the Council and public in compliance with Arizona Open Meeting Law. Notice and a copy of the agenda of the meeting will be provided by the Town Clerk to the applicant(s) by email.

MEETINGS OPEN TO THE PUBLIC: All meetings of the Council to select Appointed Officials shall be open to the public, except to the extent the Council enters into an executive session as allowed by Arizona Open Meeting Law.

APPOINTED OFFICIAL SELECTION PROCESS: At the meeting, the Council will review all applications and, by majority vote, choose the best applicants for the open position(s). The Council may choose but is not required to interview some or all of the applicants for the opening(s) under review.

STANDARD FOR SELECTION: In making its decision(s), the Council shall consider the skills, integrity, knowledge, interest, temperament, and commitment necessary to serve in the open position(s) of the Town Board, Commission or Committee. Council members may rely on their own personal knowledge of an applicant and if known, the generally accepted reputation of an applicant in the community. The Council may consult with Town Staff, through the Town Manager, about an applicant. To the extent possible, selections of Appointed Officials should represent a broad cross-section of the community relative to the purpose of the board, commission or committee. Council selections should not consider an applicant's political leanings, who the applicant supported in past federal, state or local elections, or other factors not generally relevant to the purpose of the board, commission or committee.

BOARD AND COMMISSION MEETING PROCEDURE

SUBJECT: Board and Commission Meeting Procedure

POLICY STATEMENT: This policy is intended to provide guidelines regarding various types of Board and Commission meetings and proper procedures to effectively conduct those meetings.

MEETING PROCEDURES: Meeting procedures for Town boards, commissions and committees shall follow as closely as reasonably practicable and applicable procedures for Town Council meetings.

APPOINTED OFFICIAL CONTACTS WITH TOWN STAFF

SUBJECT: Appointed Official contacts with administrative personnel

POLICY STATEMENT: This policy is intended to provide guidelines regarding Appointed Official contacts with administrative personnel.

- A. Appointed Official Conduct with Town Staff. Every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.
- 1. Treat all staff as professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Inappropriate behavior towards staff is not acceptable.
 - 2. Limit contact to specific Town staff.** Consequently, remember Town staff is accountable to their supervisors. Tasks performed by staff that come from outside the normal chain of supervision could cause staff confusion, inadequate work product and inefficient performance. Questions of Town staff and/or requests for additional background information should be directed only to the staff liaison. No Appointed Official shall give orders or instructions to any subordinate of the Town Manager. When in doubt about what staff contact is appropriate, Appointed Officials should ask the staff liaison for direction. Materials supplied to an Appointed Official in response to a request will be made available to all members of the appropriate Board or Commission so that all have equal access to information.
 - 3. Do not disrupt Town staff from their jobs.** Appointed Officials should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions.
 - 4. Never publicly criticize an individual employee.** Appointed Officials should never express concerns about the performance of a Town employee in public, via social media, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.

MEDIA CONTACTS

SUBJECT: Media contacts

POLICY STATEMENT: This policy is intended to facilitate proper responses by Appointed Officials to the media. It is not intended to direct, influence or impact the Town Board and Commission's or individual Appointed Officials ability to exercise free speech activities nor does it prohibit discussing issues under consideration by a board, commission, or committee with the media. The following guidelines are suggested to assist Appointed Officials and to enhance the town's ability to provide accurate and timely information to the media.

- A. The Mayor or the Town Manager is the official spokesperson for the Town. Any Appointed Official who is contacted by a member of the media should refer them to the Mayor, Town Manager or designee for a response from the Town. If an individual Appointed Official is contacted by the media, the Appointed Official should be clear that his or her comments are a personal opinion.