



**Code of Conduct for Town of Sudbury Committees
Whose Members are appointed by
the Sudbury Board of Selectmen or the Sudbury Town Manager**

A member of any committee who has been appointed by the Board of Selectmen or the Town Manager to that position is expected to comply with the following code of conduct.

1. Realize that his or her function is to follow the mission statement of the committee.
2. Realize that he or she is one of a team and should abide by all decisions of the Committee once they are made.
3. Be well informed concerning the duties and responsibilities of the Committee.
4. Remember that he or she represents the entire community at all times.
5. Accept the role of a committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
6. Abide by the ethics guidelines established by the State
7. Abide by all policies established by the Board of Selectmen, ESPECIALLY the email communications policy.
8. Request assistance from Town staff only through the staff person assigned to the committee.
9. Not make statements or promises of how he or she will vote on matters that will come before the Committee until he or she has had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
10. Make decisions only after all facts on a question have been presented and discussed.
11. Refrain from communicating the position of the committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
12. Treat with respect all members of the Committee despite differences of opinion.
13. Never publicly criticize an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
14. Insure that any materials or information provided to a committee member from Town staff should be made available to all committee members.
15. If circumstances change so that meeting attendance on a regular basis becomes difficult, the committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006

Please note: This code of conduct was originally developed based on similar codes used by other elected boards and committees in other communities.