

*Town of Topsham, ME
Tuesday, October 22, 2019*

Chapter 7. Codes of Conduct

[HISTORY: Adopted by the Special Town Meeting of the Town of Topsham 5-19-2010, Art. 20. Amendments noted where applicable.]

GENERAL REFERENCES

Administration of government — See Ch. 6.

§ 7-1. Purpose.

The purpose of this section is to set forth codes of conduct that govern how the Board of Selectmen and Town Manager will function in relation to one another and in relation to the public that they both serve.

§ 7-2. Board of Selectmen.

The Board of Selectmen shall conduct its duties in accordance with this code of conduct to the extent possible:

- A. Be responsible elected officials dedicated to the concepts of effective and democratic local government.
- B. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- C. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the public.
- D. Conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.
- E. Not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by policies, ordinances or statutes.
- F. Recognize that the chief function of local government at all times is to serve the best interests of all of the people, to the maximum extent possible.
- G. Adopt and implement Town policy that is fair, impartial, and meets the objective of furthering the quality of life in Topsham for its citizens.
- H. Work cooperatively as a Board of Selectmen in presenting issues involved in referenda such as bond issues, annexations, and similar matters.
- I. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

- J. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
- K. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline; handle all personnel matters in a confidential manner, respecting the rights of the employee involved and refraining from any public criticism of the Town Manager or other Town employees who are appointed by the Board of Selectmen.
- L. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.
- M. Not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict with their official duties.
- N. Not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
- O. Not engage in, solicit, negotiate for, or promise to accept private employment, nor should he or she render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

§ 7-3. Town Manager.

The Town Manager shall conduct his/her duties in accordance with the Maine Town and City Management Association Code of Ethics.