
TOWN OF LYMAN

Select Board Code of Conduct

1. Purpose and Statement

This Code of Conduct is designed to describe the manner in which Select Board members should treat one another, Town employees, appointees, constituents, and others they come into contact with in representing the Town of Lyman. It reflects the work of the Lyman Select Board with defining more clearly the behavior, manners, rules of order, and courtesies that are suitable for various occasions. All members of the Select Board have equal votes, and all should be treated with equal respect. Board members shall demonstrate civility and respect at all times and shall not use their elected position for personal gain, for that of themselves or others, or for any conduct of a self-serving nature. The Select Board serve in their capacity as representatives of Lyman and shall endeavor to work for the benefit of the citizens and of the Town.

To ensure the effective functioning of the Select Board, we commit to the following principles:

- We will uphold the Town Charter and the Constitutions and laws of the State of Maine, and will act strictly within the authority they grant us.
- We recognize that, under the Town Charter, the Select Board acts as a body. Individual members hold no authority outside of official board meetings.
- We will use our positions solely for the public good, never for personal benefit or the benefit of others.
- All board deliberations will be conducted openly, in accordance with the law, except under the provisions of an executive session. Board members will not meet privately—individually or in groups—to discuss substantive Town business outside of properly noticed public meetings, as such actions may violate open meeting laws and compromise public trust.
- We will not commit to a position or vote on any matter before it has been properly discussed in a public meeting.
- We will not publicly criticize Town employees and will support the day-to-day operations of the Town by working through The Town Manager.
- We will maintain the confidentiality of all matters discussed in executive session and safeguard confidential information.
- We will adhere to all Town policies to the fullest extent possible.
- We will strive to avoid conflicts of interest and avoid situations that present, or appear to present, a personal gain
- We will respect all decisions made by a majority of the Board and will only seek reconsideration through the appropriate Board process.

2. Board Meetings

Board Meetings: will be held at the Town Hall unless otherwise designated by the Chair or Vice Chair. A suitable alternative location that meets the needs of public attendance will be designated as needed. All meetings are open to the public, except under such provisions of executive session Title 1 M.R.S.A §405 et seq.

Election of Chair & Vice Chair: In accordance with Section 3.3 of the Town Charter, the Chair and Vice Chair of the Select Board shall be elected by an affirmative vote of at least three (3) Board members during the first regular meeting following the Annual Town Meeting. Nominations and elections for Chair and Vice Chair will take place at the start of the meeting. Current Board members whose terms are concluding will continue to serve until the official induction of new members has taken place.

New Board Member Onboarding: Each year, the third Monday following the Annual Town Meeting will be reserved for a Select Board workshop scheduled at 5:00pm dedicated to new member onboarding and discussion of the Chair and Vice Chair positions. If the scheduled meeting falls on a holiday, it will be moved to the following Tuesday. This session will cover key topics including a review of Board policies and code of conduct, the Municipal Code of Ethics, Personnel Policies, training resources, agenda structure and materials, open meeting laws, proper select board deliberations, handling of confidential information and personnel laws, the respective roles of the Town Manager and Select Board, appointment authority, the budgeting process, Town Meeting procedures, current initiatives, and other relevant updates or guidance.

Presiding Officer: The Chair shall be the presiding officer during Board meetings. In the absence of the Chair, the Vice Chair shall be the presiding officer. In the absence of the Chair and Vice Chair, the next senior Board member shall preside. For the purpose of this section, a senior Board member shall be defined as a Board member currently serving the longest, consecutive term of all other Board members present.

Agendas: will be prepared by the Town Manager and approved by the Chair or Vice Chair before being posted. All reports, communications, resolutions, documents or other matters to be submitted to the Board shall be delivered to the Town Manager's Office by Thursday before noon prior to the regular meeting for consideration at that meeting and following the approval of the Chair or Vice Chair. In matters of extenuating circumstances, where items not on the agenda are brought to the Board, then the Board shall have discretion by a majority vote to consider the item and the reason for the extenuation shall be recorded and documented in the minutes. No votes or decisions shall be taken on any items or topics not on the agenda and such items shall be tabled and placed on the next agenda for continued consideration.

Executive Sessions: The Board may only enter into executive session by a majority (3/5) vote of the Board. No orders, rules, resolutions, regulations, contracts, appointments, or other

official action shall be finally approved during executive sessions. Any discussion of matters in executive session shall not be shared outside of the executive session.

3. Conduct of Public Meetings

Decorum and Order: All comments and questions shall be directed to the Chair or otherwise presiding officer of the meeting. A public member who wishes to address the board may do so during public comment or if called upon by the Chair or presiding officer.

The Chair or presiding officer has the right to prohibit public comment that is disorderly, inappropriate, offensive, disruptive, or threatening in any way. Any Select Board member has the right to call a point of order requesting the Chair or presiding officer to take corrective action of any disorderly conduct. Side conversations, whispering, or other distractions should be addressed by the Chair or presiding officer, to maintain order and limit disruptions.

Any persons who disrupt a Board meeting may be required to leave in order to permit orderly consideration of the matter for which the meeting was called. If the Chair or presiding officer requests any persons to leave and they do not do so, any member of the Board may call for an adjournment. In the event of an early adjournment, all remaining items not addressed will be tabled to the next meeting unless the Chair determines to hold an additional meeting sooner.

Matters pertaining to the day-to-day operations of the Town, that is not specifically on the agenda, should be redirected to the Town Manager. This is to help aid residents or any interested party in obtaining information being requested and limit time constraints on Board meetings.

The Chair or presiding officer will determine how to address public comment inquiries and may answer the inquiry if reasonably able to do so; or may table to allow for further review into the inquiry; or may choose to take no action. The Chair or presiding officer reserves the right to refrain from engaging in argumentative, or debate forum and may redirect commentary as they deem necessary.

Practice Civility and Professionalism in Discussions and Debate: Select Board members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings. They shall demonstrate effective problem-solving approaches to find common ground and seek compromise when disparate points of view are expressed.

Confidentiality of Executive Sessions: Select Board members must take care to preserve the confidentiality of information received or discussed in duly-called executive sessions. Information received or discussed in a duly-called executive session shall not be discussed with or communicated to members of the public, the press, or other persons (except Town employee(s) as needed in connection with the item concerned), unless disclosure is approved by a majority of the Select Board and is not prohibited by applicable Maine or federal law; or as may be required by court order, subpoena, or litigation discovery request.

4. Select Board Conduct with Town Employees

Developing Effective Working Relationships: Firsthand information obtained from random and carefully planned observation of Town activities can be useful in providing proper oversight of the Town's activities and responsibilities. However, too frequent involvement in Town administrative activities or overzealous pursuit of information can undermine the efficiency and effectiveness of the Town Manager and other properly appointed department heads and supervisors. Therefore, Select Board members shall not stop, disrupt or unduly preoccupy any Town employee in the proper conduct of their activities, nor shall Select Board members excessively occupy any Town employee's personal working space such that their presence interferes with the proper and efficient conduct of their duties.

The Board subscribes to the concept that effective working relationships between Board members and the Town Manager are based on a clear understanding of respective roles, responsibilities and an appreciation for the value of constructively working through differences. Both the Board and the Manager should additionally embrace the goal of working together as associates with a common purpose without stifling independent thinking.

To that end, Select Board members should adhere to the following:

- Recognize and support the administrative chain of command by directing all inquiries and communications to Town employees through the Town Manager. Avoid giving instructions, seeking assistance, or sharing information directly with department heads or staff. All complaints or concerns regarding Town operations shall be brought to the Town Manager, and members shall refrain from acting independently outside of the board's collective authority.
- Treat all employees with mutual respect, demonstrate clear and honest communication, and promote professionalism among the workplace.
- Do not disrupt Town employees from their jobs. Select Board members should not disrupt Town employees while they are in meetings, on the phone, or when performing their respective functions in order to meet the needs of an individual Select Board member.
- Never publicly criticize a Town employee. Critical comments about an employee's performance should be made only to the Town Manager and in confidentiality.
- Demonstrate the same mutual respect and limited interference, as outlined for employees, for Volunteers serving on boards, committees, and commissions.

5. Select Board Conduct with the Public

Make no promises on behalf of the Select Board or the Town: Select Board members may be broached on topics or issues pertaining to Town Business as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to the Town Manager for further information. It is inappropriate to overtly or implicitly promise Select Board action, or to promise Town employees will take specific action.

Potential Access of Written Notes, Voicemail/Text Messages, and e-mail: Freedom of Access laws describe public access to Town communications; written, voice, or electronic communication. Any Select Board members' communications should recognize potential access and evaluate communication with an exception of public dialog.

It is important Select Board members know that any written, electronic or digital communication pertaining to Town business is public record under Maine law, if the communication is one that is stored in a retrievable form, regardless of the device used to send, receive or store the communication. Furthermore, all Select Board members are expected to adhere to all rules governing in accordance with the Maine State Archives Local Government Record Retention Schedules.

6. Response to Violations of Select Board Code of Conduct

Select Board members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Select Board. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by the Select Board. Board members should point out to the offending Select Board member infractions of the Code of Conduct.

7. Amendment

These rules may be amended by a majority vote of the Board. An amendment must be submitted in writing at a preceding meeting and shall be placed on the next agenda under the order of new business.

This Select Board Code of Conduct was amended by a majority of the Lyman Select Board on this
16th day of June, 2025

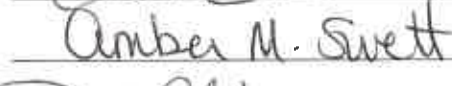
Adopted: March 7th, 2024


Amended: July 1st, 2024

Amended: June 16th, 2025

 _____ Jessica Picard

 _____ Victoria Gavel

 _____ Amber Swett

 _____ David Alves

 _____ Joseph Wagner

A Majority of the Board of Selectpersons
Lyman, Maine