



# TOWN OF STERLING

## BOARD OF SELECTMEN POLICY

Policy No: B-3  
Adopted: Dec. 10, 2012

### **DUTIES, RESPONSIBILITIES, AND OBLIGATIONS OF BOARD MEMBERS**

- A. A member of the Board of Selectmen, in relation to his or her community should:
- Realize that his or her basic function is to carry out its mandated responsibilities and develop Town policy related thereto, with administration delegated to the Town Administrator.
  - Realize that he or she is one of a team and should abide by board decisions once they are made.
  - Be well informed concerning the duties of a board member on both local and state levels.
  - Remember that he or she represents the entire community at all times.
  - Accept the office of Selectman as a means of unselfish service, not benefit personally, professionally, or politically from his or her board activities.
  - In all appointments, avoid political patronage by judging all candidates on merit, experience, and qualifications only.
  - Abide by the ethics established by the State, including MGL Chapter 268A, and not use the position to obtain inside information on matters which may benefit someone personally.
- B. A member of the Board of Selectmen, in his or her relations with administrative officers of the Town, should:
- Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
  - Recognize and support the administrative chain of command and refuse to act upon complaints as an individual outside the administration.
  - Give the Town Administrator appropriate responsibility for discharging his or her duties, decisions and solutions.
- C. A member of the Board of Selectmen, in her or her relations with fellow board members, should:
- Recognize that action at official legal meetings is binding and that he or she alone cannot bind the board outside of such meetings.

- Not make statements or promises of how he or she will vote upon matters that will come before the board until he or she has had an opportunity to hear the pros and cons of the issue.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after all facts on a question have been presented and discussed.
- Treat with respect the rights of all members of the board despite differences of opinion.