



# Town of North Smithfield

## Town Clerk's Office



### **CODE OF CONDUCT POLICY FOR TOWN ELECTED AND APPOINTED OFFICIALS**

#### **I. PURPOSE**

The Town recognizes that all individuals elected and/or appointed by the Town must maintain and enforce respectful discourse with their fellow elected and/or appointed members, with those who work for the Town, those who volunteer their time and services on behalf of the Town and members of the public by striving at every meeting, forum or other official interaction to treat every person fairly and with respect regardless of any differences of opinion.

This Code of Conduct provides guidance on the standards of behavior that are expected and required from all elected and appointed officials, with the objective of enhancing the effectiveness, credibility and accountability of all elected and appointed officials of the Town

#### **II. APPLICABILITY**

This policy and all its sections shall apply to all elected and appointed officials acting on behalf of the Town and covers all of their actions and communications whether spoken or written including but not limited to all electronic communications including social media.

#### **III. CODE OF CONDUCT**

As such, the North Smithfield Town Council adopted the following Code of Conduct to encourage public confidence in the integrity of local government and its fair and effective operation.

- i. All Town elected and appointed officials are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Town and the welfare of its residents and in a manner to maintain public confidence in our local government.
- ii. The Town elected and appointed officials must refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the community, other elected or appointed officials, the Town Administrator or Town Staff.
- iii. The Town elected and appointed officials should refrain from publicly discussing Town matters that are pending or are expected to be filed before their board or committee.
- iv. Additionally, all elected and appointed officials of the Town must comply as fully as possible with all applicable laws, including, without limitation, the following:
  - The Open Meeting Law
  - Procurement Laws
  - Title 36 - Public Officers and Employees Chapter 36-14 - Code of Ethics

#### IV. DISTRIBUTION AND EDUCATION

- The Town Clerk shall provide a copy of this policy, the Rhode Island Open Meeting Act, and the Rhode Island Code of Ethics to all elected and appointed officials upon its issuance and upon the subsequent appointment or re-appointment of any individual.
- Each individual shall sign a statement that they have read this policy and will comply with all requirements set forth in this policy. In the event that any member declines to sign the form, that fact shall be noted by the Town Clerk on the form.

#### V. COMPLIANCE WITH CODE OF CONDUCT

##### A. Generally

The goal of this Code of Conduct Policy is to raise awareness and encourage compliance, rather than enforcement penalties. The North Smithfield Town Council will monitor compliance with this Code of Conduct Policy for the purpose of considering enforcement provisions in the future.