

**TOWN OF KENNEBUNK  
SELECT BOARD  
CODE OF CONDUCT**

The Code of Conduct is designed to define the behavior, manners and courtesy expected of Select Board members as they interact with each other, Town staff, and their constituents while representing the Town of Kennebunk. Select Board members shall demonstrate honesty and integrity in every action and statement.

1. We will abide by the Town Charter and the Constitution and laws of the State of Maine and agree to confine our actions as members of the Select Board to the authority granted by those documents.
2. We acknowledge that we are bound by the Town Charter to act as a body and have no individual authority to act outside of the meetings of the Board.
3. We will solicit and listen to input from all our residents and endeavor to be as responsive as possible.
4. We agree that principled dissent and debate among Board members and the public is encouraged. Discussions should be conducted in a professional manner with all participants treating each other with civility and respect.
5. We acknowledge that we act as a body and as such, all members will cooperate in the implementation of Board decisions.
6. We will respect the proper roles of elected officials and town staff in ensuring open and effective government.
7. We will not publicly criticize Town staff and will work through the Town Manager in support of the day-to-day administration of the Town.
8. We will keep all matters discussed in Executive Sessions strictly confidential.
9. We will follow the Town Charter's guidance on Conflicts of Interest and agree to avoid situations where we might derive or appear to derive personal benefit from actions or decisions made in our official capacity.

**Compliance and Enforcement**

The Select Board shall annually review the Code of Conduct for relevancy and applicability.

The intentional actions by Select Board members that do not follow proper conduct will be addressed by the Select Board.

Select Board members are obligated to point out infractions of the Code of Conduct at the time they occur. If the offenses continue, then the matter should be referred to the Chair. If the Chair is the individual whose actions are in question, then the matter should be referred to the Vice Chair.

It is the responsibility of the Chair to initiate action. If no action is taken by the Chair, the alleged violation(s) can be brought up to the full Select Board in a public meeting.

**APPROVED: 2024-09-10**

*(replaced Code of Ethics last updated 2023-07-11)*