

ROLE OF THE TOWN COUNCIL

- 1. A member of the Council, in relation to his/her community should:**
 - A. Realize that his/her basic function is to make policy, with administration delegated to the Administrator.
 - B. Realize that he/she is one of a team and should abide by, and carry out, all Council decisions once they are made.
 - C. Be well-informed concerning the duties of a Council member on both local and state levels.
 - D. Remember that he/she represents the entire community at all times.
 - E. Accept the office as a means of unselfish service, not benefit personally or politically from his/her Council activities.
 - F. In all appointments, avoid political patronage by judging all candidates on merit, experience, and qualifications only.
 - G. Abide by the ethics established by the State and not use the position to obtain inside information on matters which may benefit someone personally.

- 2. A member of the Council, in his/her relations with administrative officers of the Town, should:**
 - A. Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
 - B. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - C. Give the Administrator full responsibility for discharging the duties of his/her office.

- 3. A member of the Council, in his/her relations with fellow Council members, should:**
 - A. Recognize that action at official legal meetings is binding and that he/she alone cannot bind the Council outside of such meetings.
 - B. Not make statements or promises of how he/she will vote on matters that will come before the Council until he/she has had an opportunity to hear the pros and cons of the issue during a Council meeting.
 - C. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
 - D. Make decisions only after all facts on a question have been presented and discussed.
 - E. Treat with respect the rights of all members of the Council despite differences of opinion.