

TOWN OF PALMER LAKE BOARD OF TRUSTEES

Board Member Ground Rules

Keep a casual use of “Bob’s rules” for meeting proceedings.

Be mindful that Board meetings are public, and we are in the public eye – please conduct yourselves accordingly.

If you experience issues with a fellow trustee, please confront those issues with the other member outside of the Board meeting. It is unacceptable to address differences between trustees at a public meeting. Members were elected (or appointed) to serve the needs and interests of the community. Each ~~of us~~member represents the electors of the town.

Following are general rules of the Board:

- Act professional and show each other courtesy during meetings – negative comments about staff, a business or individuals are unacceptable.
- Speak clearly into the microphone.
- Treat people the way you want to be treated. Speak to people the way you want to be spoken to.
- Ask to be recognized to speak to an item – raise hand and, if not noticed, please ask “Mayor, may I..?”
- Speak clearly for the record - do not engage in sidebar conversations or comment under your breath.
- Stay focused on agenda and topic at hand.
- Limit phone use to emergency (work, kids) – if message must be addressed, please step away from the meeting table (kitchen).
- Be mindful of meeting time - once you have made your point(s), there is no need to repeat them over again.
- Be mindful to not engage and end derogatory remarks about staff from public.
- Regardless of vote, we (the Board) are one voice.
- Direct Town Administrator and Attorney – do not use position of authority with staff or public members. Follow chain of command.
- Keep confidential information from executive session confidential, until it is determined public by the Board.

When these rules are not followed, or there is conflict between members, consider the following:

- 1) One member ~~Address~~ the issue directly with the other member, as soon as possible, reminding ~~the members~~ of the rules agreed to for mutual resolution;
- 2) Meet with a Board chosen mediator to facilitate a discussion between two members to resolve;
- 3) Meet as a group in a retreat format to address the conflict/issue to be resolved.