

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 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) Address the issue directly with the member, as soon as possible, reminding them of the rules agreed to for 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.