



Town of  
**Longmeadow, Massachusetts**

20 Williams Street, Longmeadow, MA 01106  
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**Code of Conduct and Responsibilities**  
**Volunteer on Town of Longmeadow Boards, Committees, and**  
**Commissions**

The following guidelines are to assist Town of Longmeadow Board, Committee, and Commission appointees in understanding what behavior is expected while serving on a Town Board, Committee, or Commission. Appointees are considered agents of their Board, Committee, or Commission and in that regard represent the Town.

**Code of Conduct**

Upon the appointee taking the Oath of Office, administered by the Town Clerk, the appointee shall act in ways that promote a positive image of the respective Board, Committee, or Commission and the Town of Longmeadow.

**Responsibilities**

1. Recognize and support the responsibilities of the Board, Committee, or Commission that members are appointed to.
2. Respect individual rights of other Board, Committee, or Commission members and applicants.
3. Respect residents who come forward to speak at public meetings.
4. Accept the obligation to act in a way that will serve the public interest, honor the public trust, and demonstrate commitment to professionalism. Appointees may encounter conflicting pressures from other members, applicants, or the public. In resolving those conflicts, appointees should act with integrity and their responsibility to the public.
5. Maintain objectivity and be free of conflicts of interest in discharging professional responsibilities.
6. Prohibit discrimination on any basis that is prohibited by the laws of the USA, Commonwealth of Massachusetts, and the Town of Longmeadow.

Name: \_\_\_\_\_

Board, Committee, or Commission: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_