

**KINGSBURY PLANTATION  
CODE OF ETHICS  
FOR ELECTED AND APPOINTED  
PLANTATION OFFICIALS**

**Adopted September 10, 2017**

**Declaration of Policy**

The primary goal of the Kingsbury Plantation's Board of Assessors is the stewardship of public interest. The Board of Assessors hereby establishes a Code of Ethics for all appointed and elected Plantation Officials (hereinafter Plantation Officials) to ensure that:

- Elected and appointed Plantation Officials are fair, impartial, responsive, ethical, and accountable to the needs of the people and each other in the performance of their respective functions and duties.
- Elected and appointed public office is used for the public good, not for personal gain.
- Plantation Officials maintain a standard of conduct that will inspire public confidence and the integrity of the plantation's government.
- Public deliberations and processes are conducted openly.
- Plantation Officials treat the public and each other with respect and civility during all discussions, debates, and meetings.

This Code of Ethics applies to all elected and appointed officials, members of Plantation boards, committees, and commissions now existing or hereafter created.

**Code of Ethics**

**1. Common Good**

Plantation Officials will work for the common interest and good of the taxpayers, residents, and businesses of Kingsbury Plantation, not for their own private interest or personal gain. Officials will avoid actions that are inconsistent with the best interests of the plantation. Officials shall provide fair and equal treatment of all persons, claims, and transactions that come before any Plantation Official, board, committee, or commission.

**2. Compliance with the Law**

Public Officials are bound to comply with, uphold, and carry out the laws of the United States, the State of Maine, and the warrants, articles, and ordinances of Kingsbury Plantation in the performing their public duties.

### **3. Conduct of Public Officials**

Public Officials shall perform their duties with professionalism and propriety. They shall avoid even the appearance of impropriety whenever practicable. Officials shall conduct themselves with civility and respect, and refrain from abusive conduct, disparaging remarks, or verbal attacks upon the character or motives of colleagues, staff, residents, tourists, laborers, contractors, or taxpayers.

### **4. Performance of Duties**

Plantation Officials shall perform their duties in accordance with the processes and rules of order established by the boards, commissions, and committees. Officials shall prepare themselves to understand and address public issues, listen courteously and attentively to public discussions, give due consideration to the needs and goals expressed by the taxpayers, and develop programs to attain those goals. Officials shall base their decisions on the merits and substance of the matter at hand. Officials shall abide by the majority decision made by the board, commission, or committee. Officials shall not interfere with the administrative functions of the plantation or with the professional duties of plantation staff, nor shall they impair the ability of other Plantation Officials, employees, or contractors to implement the decisions of the Board of Assessors.

### **5. Conflicts of Interest**

- Public Officials shall avoid any situation that may lead to an actual or perceived conflict of interest. If a Public Official's impartiality is in question, the Official shall not participate in the matter unless they have appropriately disclosed the potential conflict and there has been a determination by the board, committee, or commission that the Official's participation is appropriate.
- Public Officials shall not directly approve or disapprove the purchase of goods or services for the Plantation and the award of any contracts with the Plantation, where there is knowledge of financial interest or special interest other than that possessed by the public or if the purchase or award is held by:
  - The Public Official or Immediate Family of the Official.
  - A Business in which the Public Official or Immediate Family serves as an officer or employee in a supervisory or management position.
  - Any other person or business with whom the Public Official or Immediate Family are in business or are negotiating or have an arrangement concerning future employment.
- Public Officials shall avoid participating in the decision to hire, promote, discipline, lay off or to take any other personnel action in respect to any employee or applicant for employment where the applicant is:
  - The Immediate Family of the Plantation Official.
  - A person with whom the Plantation Official or Immediate Family is in business.
- No Plantation Official shall represent a third party in any action, proceeding, or litigation in which the Plantation is a party.

- Members of other boards, committees, or commissions must give notice to the Board of Assessors prior to any representation of any third-party interests.
- Plantation Officials may represent themselves in a personal capacity before the Plantation board, commission, or other such agency of the Plantation.
- Plantation Officials shall not participate in any political activity which would be in conflict or incompatible with the performance of their official functions and duties of the Plantation.

***Definitions***

- **Immediate Family:** The *Immediate Family* includes the Official’s spouse or domestic partner, children, parents, in-laws, and siblings.
- **Financial Interest:** *Financial Interest* means any direct or indirect interest of pecuniary value.
- **Special Interest:** *Special Interest* refers to person or group having an interest in receiving or seeking special advantages to the detriment of the public.

**6. Public Meetings**

Public Officials shall prepare themselves for open discussion of public issues, and listen courteously and attentively to all discussions. They shall refrain from unnecessarily interrupting speakers and from otherwise interfering with the orderly conduct of meetings. The leader of each board, committee, or commission shall use his or her best efforts to ensure that any person that attends meetings adheres to the same standards of conduct in this Code of Ethics.

**7. Communication**

Public Officials shall publicly share information that is relevant to any matter under consideration by a board, committee, or commission. Concerns involving the conduct of plantation officials, contractors, agents, and employees shall be communicated to the Board of Assessors.

**8. Gifts and Favors**

Public Officials shall not accept any valuable gift or opportunities for personal gain that are not available to the public in general. They shall refrain from accepting gifts, things, favors, loans, promises of future benefits from any person and/or business interested in current or future business with the plantation to ensure they avoid any appearance or actual compromise of judgment or action.

**9. Confidential Information**

No Public Official shall use confidential information to advance the private or financial interests of himself or herself or his or her Immediate Family. “Confidential information” shall mean any information that is not a matter of public record.

**10. Use of Public Resources**

Public Officials shall not use plantation resources that are not available to the public for private gain or personal purposes.

**11. Advocacy**

Public Officials shall only represent the official policies and positions of the Board of Assessors and other boards, committees, and commissions when designated as delegates for this purpose. When presenting personal opinions and positions, Public Officials shall explicitly state that their personal opinions and positions do not represent Kingsbury Plantation.

**12. Positive Workplace Environment**

Public Officials shall support a positive and constructive workplace environment for employees and for citizens and businesses dealing with the plantation. Officials shall recognize their special role when dealing with employees and contractors and shall in no way create the perception of inappropriate direction.

**13. Implementation**

The Code of Ethics is intended to be self-enforcing. Therefore, Public Officials need to be thoroughly familiar with the Code and embrace its standards of conduct.

This Code of Ethics shall therefore be included in the orientation of all newly elected or appointed Plantation Officials. Officials entering office shall sign a statement acknowledging that they have received a copy, and have read and understand the Kingsbury Plantation Code of Ethics. This Code of Ethics shall be reviewed regularly by the Board of Assessors. The Board of Assessors shall consider recommendations from other boards and officials to update the Code of Ethics as necessary.

**14. Compliance and Enforcement**

The Kingsbury Plantation Code of Ethics expresses standards of conduct expected of Public Officials. Each Public Official has the primary responsibility for ensuring that ethical standards are understood and met, and that the public can continue to have confidence in the integrity of plantation government.

The leaders of boards, committees, and commissions have the responsibility for intervening when actions of officials in their body appear to be in violation of this Code of Ethics.

If a Public Official reasonably believes that another official has violated or is violating any provision of the Code of Ethics or any policy or rule established by the plantation, the official

should attempt to informally address and resolve the matter. If the matter is not or cannot be resolved informally, the official may ask for an executive session to discuss a complaint.

The official against whom the complaint is being made shall be given reasonable notice of the meeting at which the matter will be discussed, has the right to be heard, and has the option of having the discussion conducted in open session.

In addition to any other penalties or remedies as provided by law, the Board of Assessors may intervene and counsel officials whose conduct does not comply with the plantation's Code of Ethics, and may sanction elected or appointed officials or remove appointed officials from office, after notice and hearing conducted by the Board of Assessors. The Board of Assessors may issue interpretative policy statements to clarify any ambiguities in this Code. Members of boards, committees, and commissions may seek clarifying opinions from, or appeal decisions of their boards, committees, and commissions to the Board of Assessors.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a board, committee, or commission decision but may be used as a basis for the board, committee, or commission to reconsider its decision.

### **15. Separability**

If any section, subsection, sentence, clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity of the remaining portions of this Code.

### **16. Definitions**

- **Business:** Any corporation, partnership, individual, sole partnership, sole proprietorship, joint venture, or any other legally recognized entity organized for the purpose of making a profit.
- **Financial Interest:** Any direct or indirect interest of pecuniary value.
- **Immediate Family:** *Immediate Family* includes the Official's spouse or domestic partner, children, parents, in-laws, and siblings.
- **Personal Interest:** Any interest of the Plantation Official or Plantation Employee concerned as a resident, landowner, or taxpayer affected by the matter under consideration.
- **Plantation Officials:** All persons appointed by the Board of Assessors and/or elected by the residents of Kingsbury Plantation, including but not limited to:
  - Administrative Assistant
  - Animal Control Officer
  - Assessors Agent
  - Board of Assessors
  - General Assistance Officer
  - Health Officer
  - Moderator
  - Planning Board Members
  - Plantation Clerk

- Plantation Employee: Any individual working for, on a permanent or temporary basis, and drawing a salary, wages or stipend from Kingsbury Plantation. The term “Plantation Employee” shall not include consultants or special personnel providing services on a short-term contractual basis.
- Plumbing Inspector
- Road Commissioner Agent
- Road Commissioner
- School Board Members
- Sextant
- Tax Collector
- Treasurer
- Any person whose office or position is deemed a municipal office by the laws of the State of Maine.
- **Special Interest:** A person or group having an interest in receiving or seeking special advantages hereinafter to the detriment of the public.

**This Code of Ethics adopted by the Board of Assessors of the Kingsbury Plantation on this 10<sup>th</sup> day of September 2017.**

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**Tamara Wederbrand, First Assessor**

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**Tammy Bridges, Second Assessor**

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**Chris Russell, Third Assessor**

**ACKNOWLEDGEMENT OF RECEIPT  
KINGSBURY PLANTATION  
CODE OF ETHICS**

As a \_\_\_\_\_,

I acknowledge that I have received a copy, and read and understand the Kingsbury Plantation Code of Ethics.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position