



CODE OF CONDUCT OF THE
CASCO BAY ISLAND TRANSIT DISTRICT
BOARD OF DIRECTORS

Adopted on July 23, 2020
Amended on August 27, 2020

I will abide by the following code of conduct during my term as a Director of Casco Bay Island Transit District:

1. I will comply with the laws of the United States and the State of Maine and the By-Laws and policies of CBITD.
2. I will not use my position on the Board for personal gain.
3. I will work to ensure that CBITD accomplishes its purpose to furnish waterborne transportation to the islands of Casco Bay for public purposes, in the interest of public health, safety, comfort and convenience of the inhabitants of and other passengers served by the District.
4. I will vote on all matters before the Board unless I have a conflict of interest on a particular issue, in which case I will neither vote nor participate in the discussion about the vote.
5. I will work collegially with my fellow Board members, and I will treat my fellow Board members, CBITD employees, and citizens who come before the Board with respect.
6. I will support all decisions made by the majority of the Board graciously once they have been made, regardless of how I voted.
7. I recognize that I have no legal authority as an individual outside of CBITD Board meetings, and I will conduct myself so as to avoid any appearance of acting on behalf of the Board except during its meetings.
8. I will not purport to speak on behalf of the Board of CBID without specific authorization from the Board or Board President.
9. I recognize that my responsibility as a member of the CBITD Board is to set policy and not to manage the day-to-day operations of the District. I will not undermine or usurp the authority of CBITD administration in their management of operations.
10. If I receive complaints from employees of CBITD or from citizens, I will refer those complaints to the proper authority with the District.
11. I will not discuss confidential information outside of properly noticed executive session of the Board.
12. I will respect the confidentiality rights of employees of CBITD, including the General Manager. If I have performance concerns, I will never engage in public personal attacks, either in a board meeting or elsewhere, but rather will raise my concerns in a constructive manner for discussion by the Board or by administration as appropriate.