

Town of Angier Guidelines for Governing

January 4, 2024

Board of Mayor

- Lead the board and bring parties on the board and in town together.
- Represent the town at events and gatherings in town and the region.
- Call on board members to fill in when unable to attend.
- Preside over orderly board meetings.
 - Discourage profanity and personal attacks.
 - Do not allow comments outside of public comment time.
 - Do not allow persons to comment twice on the same issue.
 - Only allow comments from those who sign up. Once the public comment period has been closed we are no longer required to accept additional comments.
 - Prepare a statement clarifying rules for public comment to be added to the signup sheet, the agenda and read by the mayor before the comment period begins.
- Prepare and collect from board members a list of issues and share them with Elizabeth to be managed and reported on as needed.

Mayor of Board

- Revisit and adopt a Code of Conduct.
- Do not share closed session information outside of closed sessions.
- Be positive.
- Support each other and staff.
- Be an ambassador for the town.
- Provide leadership.
- Handle letters or statements to be acknowledged (not necessarily read during the meeting) and include it in the minutes.

Board of the Board

- Understand we do not have to agree.
- Support all decisions of the Board (including those you opposed).
- Do not share closed session information outside of closed sessions.
- Let go of what and how things have happened in the past and move toward a better future.
- Confirm information you have heard with the source it was attributed to. Test your inferences and assumptions.
- Communicate with each other to avoid misunderstandings and be a better team.
- Allow the manager to do their job.
- Share emails and information with the board, manager, and attorney. Keep all parties informed.
- Do not criticize each other.

- No surprises.
- Be prepared for meetings (read materials).
- Copy citizen emails to full board and manager. Manager usually provides response.
- Hot emails will be acknowledged by the recipient, forwarded to the board and manager, replied to by the manager with the response shared with the board and maybe the attorney.
- Emails to a staff member will be copied to the manager.
- Support the manager's personnel decisions.
- Members will not post or comment on town issues on social media.

Board of Manager

- Handle all personnel with updates on department head level dismissals or serious corrections and on others as needed.
- Provide emergency updates for board.
- Provide information equally.
- No surprises.

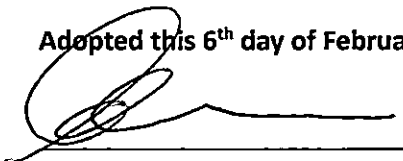
Manager of Board

- Test assumptions, inferences, and hearsay with manager.
- Do not criticize staff.
- Share complaints about staff with the manager.
- Review materials provided by the manager.
- Use manager as a resource.
- Ask Elizabeth before communicating with staff.
- Manage your internal conflicts among yourselves. Mayor may assist.

Shared Commitment

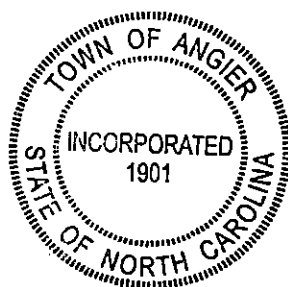
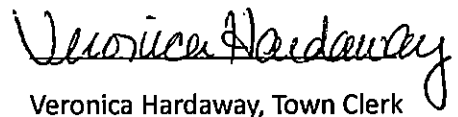
If any one of us believes another is behaving inconsistently with these expectations, we commit to communicate our perception to that person directly and kindly. We may want to verify our observations with the mayor, another board member or the manager first, but our commitment is to share valid information with one another and not discuss difficult issues "behind one another's backs." If a member feels there should be a third-party present, they may ask the town attorney to join.

Adopted this 6th day of February, 2024.



Robert M. Jusnes, Mayor

ATTEST:

Veronica Hardaway, Town Clerk