

# **MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD**

## **Interpersonal Standards, Protocols, and Ground Rules**

Length of Term:	4 years
Term Limit:	2 terms
Number of Members:	5
Residency Requirements:	Must be a resident of the City of Mt. Angel
Who Appoints:	Mayor with approval by City Council

Library Advisory Board members value a positive and productive working relationship amongst itself and with the City Council, other members of Boards and Commissions, elected officials, neighboring colleagues, City staff, and the general public. Toward that end, the Board has adopted a set of interpersonal standards, protocols, and ground rules to foster and promote collaborative, respectful, and healthy working relationships as follows:

### **General Protocol**

- Always conduct oneself in a professional, courteous, and respectful manner fitting of those who hold a position of public trust
- Never compromise your personal integrity or the honor and good faith of the Board, the Mt. Angel City Council, and the City of Mt. Angel
- Do not criticize in public—issues should be addressed in private when possible
- Listen attentively—avoid interrupting—be respectful
- Do not act as a committee of one—advising a library requires a team effort
- Remember, we represent all of the people, not a select few interests
- Never allow conflicts of interest to arise between your public duties and your private interests
- Deal directly with those individuals affected; attempt to resolve individual differences privately before involving Board and/or City staff
- Don't bypass the system. Stay focused on policy decisions and avoid personal involvement in the day-to-day operational decisions of the Library

### **Meetings Protocol**

- Arrive on time—be prepared for meetings—read and study your materials
- Avoid engaging in debates with members of the public
- Avoid texting, e-mailing, making or receiving calls during meetings
- Strive for consensus as an operating goal
- When a matter is brought before the Board for a vote, respect and support the majority decision regardless of how you voted
- Make recommendations on the basis of public policy and be consistent

- Be objective—consider the long-term public interest of the community as a whole when making decisions
- Don't rush to judgment—seek out the facts before drawing conclusions
- Don't make promises you cannot deliver—many decisions and actions require the approval of City Council and/or must be consistent with adopted policy
- Vote yes or no on motions. Don't abstain, except when you have a conflict of interest
- Respect the letter and the intent of the open meeting law

### **Communication Protocol**

- Be open, honest and diplomatic when communicating
- Accept and give constructive input and feedback
- Return calls and respond to inquiries in a timely manner
- Avoid surprises—notify others of issues and concerns ahead of formal meetings
- Know your neighbors—get to know other professionals and officials in local and state government as it pertains to your Board
- Don't use your title as a Board member to express your personal opinion
- The Library Director or appointed designee shall act as the official spokesperson(s) for the Library. In circumstances where it is appropriate for the Board rather than the Library Director to communicate on behalf of the Library, such communications shall be through the Chair of the Board or his/her designee and not individual Board members. The Library Director will ensure the Board spokesperson has appropriate briefing notes.

### **Removal of a Member**

Members who serve on the Library Advisory Board may be removed from the Board prior to the expiration of their term of office by the Mayor with approval of the City Council for inefficiency, neglect of duty, an unlawful act, or a violation of the above protocols, the Board Bylaws, and/or the Ethics Policy. Removal should not occur for disagreement with an official recommendation of the Board or its members.