

**MINUTES OF THE MEETING OF THE RTM  
SPECIAL COMMITTEE ON CODE OF CONDUCT  
JANUARY 25, 2021**

The RTM Special Committee on Code of Conduct met via Zoom on January 25, 2021, at 7:30 p.m. It was the first meeting of this Committee, which was appointed by RTM Moderator Velma Heller on January 5, 2021.

Code of Conduct Committee Members Present

Stephen Shackelford, Chair

Jessica Bram

Mark Friedman

Peter Gold

Noah Hammond

Kristen Purcell

Other RTM Members Present

Kristin Schneeman

Sal Liccione

Harris Falk

As this was the Committee's first meeting, the Committee focused primarily on organizing its approach to its charge. Mr. Shackelford began by reading Ms. Heller's announcement appointing the Committee, which included its charge "to develop a Code of Conduct, articulating desired behaviors that embody our values and principles as an organization." The Committee then discussed resources and topics to consider and explore in its work.

Peter Gold noted that he had already researched codes of conduct from other towns across the United States, and found some good ones he would be happy to share. Several other members agreed to do similar research, as well as research into useful principles from Robert's Rules of Order and from Town-specific sources (such as codes used by any other Town boards). The Committee decided all such research would be submitted to Mr. Shackelford before the next meeting. Mr. Shackelford would then include all the research—including links to other sample codes of conduct—in the agenda for the Committee's next meeting.

The Committee discussed whether its charge included considering possible enforcement mechanisms for an RTM Code of Conduct. The Committee did not reach resolution on this issue, but will continue discussing it at the next meeting, with the benefit of the Committee's additional research.

Several members of the Committee made additional points, including (1) that this process of developing a Code of Conduct for the RTM should be forward-looking, and not serve as a platform to criticize individual members for past events, and (2) that the Code of Conduct being developed will only apply to the RTM, not to other Town bodies or employees. Ms. Purcell suggested that

the Committee should consider developing more than just a written guide, but also active training for the RTM.

RTM Member Kristin Schneeman discussed the “obligation to dissent” that many consulting firms embrace, which is a set of principles that employees are expected to uphold, coupled with an affirmative obligation to dissent when you observe it not being upheld.

Westport resident Sara Kempner discussed her own recent experience with the RTM, and noted that her experience reinforced her view that when troubling behavior occurs, a public response is required.

Mr. Gold moved to adjourn the meeting, Mr. Friedman seconded the motion, and the Committee voted unanimously to adjourn.