



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE

PUBLIC MEETING NOTICE
TUESDAY, October 15, 2024
11:00 a.m.

Conference Room A
City Hall Complex, 1 Junkins Avenue,
Portsmouth, NH

*Members of the public also have the option to join the meeting over Zoom
(See below for more details)**

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1. Welcome and Call to Order
 2. Roll Call
 3. Review and approval of the Minutes from the September 23, 2024 meeting
 4. Administrative Ordinance Review

Final Changes to Procurement Procedures, Disposition of Real Estate, and Disposition of Surplus Property after Auditor Review
 5. Volunteer Training Review
 - a. Volunteer Training Manual
 - b. General Policies Review
 - c. Volunteer Training and Code of Conduct Policy
 6. Public Comment
 7. Announcements
 8. Adjournment

***Join Zoom Meeting**

You are invited to a Zoom meeting.

When: Tuesday, October 15, 2024 11:00 AM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/tZYpduisrzoig9ABquky0dq1Qil9--F7w2-x>

After registering, you will receive a confirmation email containing information about joining the meeting.



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, September 23, 2024
Conference Room A
City Hall Complex, 1 Junkins Avenue
Portsmouth, NH

1. **Welcome and Call to Order:** The meeting was called to order at 11:00 a.m.
2. **Roll Call:** Assistant Mayor Kelley (Kelley), Councilor Cook (Cook), Councilor Lombardi (Lombardi), and Councilor Tabor (Tabor) were present. Also present was Deputy City Manager and Regulatory Counsel Suzanne Woodland (DCM).
3. **Review and Approval of the Minutes of the September 9, 2024 meeting:** Councilor Tabor moved to accept the minutes of the September 9, 2024 meeting. Seconded by Councilor Lombardi. All in favor.
4. **Administrative Ordinance Review:**
 - a. **Review of Final Changes to Procurement Procedures, Disposition of Real Estate, and Disposition of Surplus Property:**

Procurement: DCM presented an updated version of the ordinance which includes language stressing transparency in the processes and sufficient documentation of the procurement process for vendors and the public to view. Also, the revision included language establishing criteria, procedures, and definitions regarding Emergency and Sole Source purchases. A brief discussion ensued regarding obtaining publication software with the intention to provide resource hyperlinks which tie to the relevant ordinances.

Disposition of Real Estate: A revision was made to change mobile home to manufactured home and to increase the amount of the taxes owed from \$15,000 to \$50,000 or less to take action. Language was added to provide the Tax Collector discretion to recommend to the City Manager disposition of manufactured homes without auction. The revision also clarifies that the City has no obligation to take by tax deed any property with environmental contamination or other liabilities that outweigh the taxes likely to be recovered.

Consensus of the Committee was that the revised ordinance was ready to adopt and move to the City Council. The Committee moved public comment forward, to allow Petra Huda of Portsmouth, NH to provide comment on the draft procurement ordinance, which she did. DCM offered to send the draft ordinance to the City auditor for comment. If the audit firm doesn't have any concerns, the revised ordinance could be presented to City Council for a first reading and if they have concerns, DCM will present any issues to the Committee. **Cook requested a motion to move the revised Procurement Ordinance to City Council pending approval by the auditing firm. Lombardi moved, Kelley seconded, all in favor.**

b. **Separation of Financial Administrative Ordinances into Chapter 2:** Initial discussion of moving financial related items that are currently in Chapter 1 to 2. Some Chapter 2 items would move to Chapter 1. The process will eventually include re-ordering into a more concise format. Brief discussion ensued regarding the best process to achieve this goal, next steps and action items for the next meeting.

5. **Public Comment:** No additional public comment
6. **Announcements:** The next Governance Committee meeting will be on Tuesday, October 15, 2024 at 11:00 a.m.
7. **Adjournment: Motion by Councilor Tabor to adjourn the meeting, seconded by Councilor Lombardi. All in favor. Meeting adjourned at 11:40 a.m.**

DRAFT Meeting Minutes prepared by:
Barbara Zulkiewicz

Minutes approved: _____

DRAFT

ARTICLE V: PROCUREMENT PROCEDURES - AMENDED 10-14-2024

Section I.500: PROCUREMENT POLICY

All procurement shall be managed pursuant to the Procurement System and Policies adopted by the City Manager. The Procurement System and Policies shall be communicated and circulated in such forms as to provide transparency to vendors and the public. The City Manager shall develop and implement a Procurement System and Policies consistent with the Charter and these Ordinances to meet the following objectives:

- A. To procure materials, supplies, equipment and services other than professional, at the lowest cost consistent with the suitability of use, standards of quality and service required;
- B. To establish clearly the roles and responsibilities for procurement functions within the municipal organization, including the designation of a position responsible for the day-to-day implementation of the procurement process in accord with the Charter ;
- C. To exercise positive financial control over purchases;
- D. To provide an efficient means for procurement of materials, supplies, or equipment which avoids duplication and overstocking;
- E. To obtain professional services that meet the high standards for engineering, architectural, legal, and other professional services needed by the City;
- F. To support and take advantage of state, regional, cooperative and other procurement processes that leverage greater buying power and competitive pricing;
- G. To employ Competitive Bidding where practical and to adopt other Procurement Strategies that are fair, transparent and deliver good value for the City;
- H. To establish criteria and procedures for Emergency and Sole Source Purchases;
- I. To continue to identify evolving options for procurement particularly in areas of technology and other areas for which Competitive Bidding is generally impractical; and
- J. To comply with State and federal procurement requirements.

Section I.501: Definitions

For purposes of this Article V, the following definitions shall apply.

“Competitive Bidding” shall mean that process by which materials, supplies, equipment and other services are acquired through a formal process of bidding and award is made to the lowest qualified bidder.

“Emergency Purchases” shall mean the acquisition of goods or services that are required within a time frame that does not allow for Competitive Bidding or Competitive Procurement Strategies. These acquisitions typically occur in situations in which (1) a municipal operation would be seriously hampered or unavailable without such immediate purchase or (2) the health, welfare and/or safety of employees or the public are at risk. Emergency Purchases shall be further defined and will be managed by the Procurement System and Policies adopted by the City Manager.

“Procurement Strategies” are used when Competitive Bidding is not required and shall mean those processes, such as requests for proposals, solicitation of quotes, and the development of qualified contractor and vendor rosters, that include a competitive aspect to the acquisition of goods and services but by which price may not be the determining factor.

“Procurement System and Policies” shall mean a comprehensive framework for the acquisition of goods and services that includes Competitive Bidding, Procurement Strategies, the adoption of policies, the issuance of purchase orders, and the execution of contracts and other legal documents relative to procurement.

“Sole Source Purchases” shall mean goods or services that are (1) available only from a single source, supplier or vendor such as replacement of proprietary parts or (2) are operationally required for consistency of equipment and technology (often for training, maintenance and security purposes). Sole Source Purchases shall be further defined and will be managed by the Procurement System and Policies adopted by the City Manager.

Section I.502: COMPETITIVE BIDDING PROCESS

Procurement by the City shall be Competitive Bidding where practical and not disadvantageous to the City. Competitive Bidding is deemed generally impractical for the following types of purchases:

- A. Goods or services valued at less than \$50,000 (limit adjusted annually by the Finance Department effective July 1 in accordance with the most recent available regionally adjusted Consumer Price Index (CPI) as published by the US Department of Labor, Bureau of Labor Statistics);
- B. Professional or other services involving special skills, training, experience, judgment, discernment or discretion;
- C. Goods or services that are required within a time frame that does not allow for Competitive Bidding such as in an emergency to protect public health or property;
- D. Goods or services available from a single source, supplier or vendor such as replacement of proprietary parts, or for consistency of equipment for purposes of training, safety and maintenance; and
- E. Technology acquisitions.

The Competitive Bidding process shall:

- A. Provide adequate notice to bidders pursuant to competitive process;
- B. Ensure that no bids shall be opened until the appointed time;
- C. Reserve the City’s right to cancel any award at any time before final notification of the successful bidder without any liability against the City;
- D. Reserve the City’s right to reject any or all bids, to waive technical deficiencies, and to accept any bid that may deem be in the best interest of the City;
- E. If a bid is to be awarded, award the bid to the lowest, qualified bidder properly responding to the invitation to bid unless the City Manager petitions the City Council to make a different award based on the best interest of the City;
- F. Provide results of bid openings to the public within five (5) business days of opening.

Section I.503: DISPOSITION OF REAL ESTATE

In the case of disposal of excess or surplus real estate owned by the City, the City shall, subject to City Council approval, competitively bid or auction such real estate subject to such reserve, terms,

conditions, easements and other rights as may be placed on the transfer of the property and accept the highest responsive bid unless deemed unsatisfactory and not in the best interest of the City.

In cases where the City owns a manufactured home with taxes owed on such property in the amount of \$50,000 or less, the Tax Collector shall make a recommendation to the City Manager as to the disposition of the manufactured home by sale or otherwise with the intent to recoup as much of the taxes owed as possible as well as such additional monies as may be negotiated. Upon the recommendation of the Tax Collector, the City Manager shall be authorized to transfer such property without any further authority from the City Council or recommendation of the Planning Board.

Property taken by tax lien may be deeded to the person from whom it was taken or their heirs or devisees for a sum equal to the full amount of taxes, interest and penalties due thereon in accordance with State law.

The Tax Collector shall have no obligation to take by tax deed any property with environmental contamination or other liabilities that outweigh the value of taxes likely to be recovered as well as for any reason contrary to the public interest and allowed by law

Nothing in this section is intended to limit the City Council's ability to release or grant interests in land through quitclaim deed, easement or other conveyance or to swap or convey all or part of any parcel as part of a public improvement.

Section I.504: DISPOSITION OF SURPLUS PROPERTY

A. Property Valued at Less than \$1,000 Other Than Real Estate:

The City Manager shall have the authority to discard, donate or sell any municipal supplies, materials and equipment valued at less than \$1,000 and no longer required by the City.

B. Property Valued between \$1,000 to \$50,000:

The City Manager shall have the authority to dispose of property with a value less than \$50,000 through a competitive process, auction, or trade-in in a manner to optimize value to the City. This limit shall be adjusted annually by the Finance Department effective July 1st in accordance with the most recent available regionally adjusted Consumer Price Index (CPI) as published by the US Department of Labor, Bureau of Labor Statistics.

C. Property Valued at \$50,000 or more:

No municipal supplies, materials and equipment valued at \$50,000 shall be offered for sale or donation unless and until the City Council so orders. Any such sale authorized by the City Council may be conducted by Competitive Bidding, public auction, or any other means authorized by the City Council.

BOARD, COMMISSION, &
COMMITTEE HANDBOOK for
NON-ELECTED
VOLUNTEERS



Revised: 10/10/24

INTRODUCTION

Without the dedication of the many volunteers who serve and contribute countless hours as board, commission, and committee members, the City would be unable to function. These volunteers help to make the City of Portsmouth a great place to live, work, and play.

Citizen knowledge, interest and action are important ingredients to the delivery of top-quality public services. More than ever, citizen participation is playing an important role in local government. The richness that comes from citizens serving on a City board, commission, or committee is one of the things that make Portsmouth exceptional.

The City has established boards, commissions, and committees to advise and assist the Council in dealing with specific projects, policies, and issues of concern, and play an integral and important role in the City's decision-making process. The City benefits from the expertise of the dedicated individuals that make up these boards, commissions, and committees.

Being a member of a City board, commission, or committee requires work and commitment, and it is hopefully a very rewarding experience. It offers a means to participate in community affairs, to work with interesting people, and to help shape City policy.

This handbook has been prepared to:

1. Outline the role and function of each City board, commission, and committee.
2. Review important guidelines for all boards, commissions, and committees, as well as the responsibilities of appointed members.
3. Provide information about the history and composition of the City's organization.
4. Provide members with the information necessary to understand areas of responsibility for their respective board, commission, or committee, and their role in serving the City.

CITY ADMINISTRATION

Board, commission, and committee members need to be familiar with the City's organization and develop an understanding of the City departments and their operations. The easiest way to do this is to review the organizational chart ([link needed here](#)).

RELATIONSHIPS

Relationship with the City Council

A good relationship with the City Council is essential. The primary responsibility of boards, commissions, and committees is to advise and make recommendations to the City Council. Those bodies are responsible for providing additional avenues of communication among the general public. As they provide their recommendations to the City Council, advisory body members should keep in mind that no advisory body has the final authority to establish City policy or administrative direction. It is the City Council's role to receive the recommendations made by the boards, commissions, and committees, and to consider them as part of its decision making. Regardless of one's individual position, it is helpful for a board or commission member to understand that the policy decisions of the City Council are final once they are made.

Official communications with the City Council should be in written form, or by public report, from the entire appointed body. Communications will then be forwarded through the staff liaison to the City Council and the City Manager. The role of the staff typically is to *communicate* the position of a board or commission rather than to *advocate* it. Whenever a board, commission, or committee has an item before the City Council, the Chair or a representative of that appointed body is not required to attend the Council meeting, but is encouraged to be present

at the City Council meeting to speak to the topic or answer questions and especially when the staff recommendation differs from that of the board, commission, and committee. Staff will **always** indicate in the agenda report recommendation if the staff recommendation differs from that of the board, commission, and committee.

When an appointed member addresses the City Council at a public meeting, it should be made clear whether or not he/she is speaking on behalf of the board, commission, or committee, or as an individual. If the member is speaking on behalf of a board or commission (normally this would be the Chair or Vice Chair), only the majority position of the board or commission should be advocated. If the member is expressing his/her own personal viewpoint on a particular subject, it should be stated as such.

Appointed members of boards, commissions, and committees assist the City Council and staff by:

1. Focusing attention on specific issues of community concern;
2. Encouraging citizen participation and involvement in the ongoing management of their community;
3. Providing a grass roots perspective on issues of importance;
4. Making recommendations based on thorough review of alternatives from a citizen's perspective.

The City Attorney recommends that citizens seeking to provide comment at committee meetings on non- agenda items should be directed to do so during public comment at those meetings, or at City Council meetings so that their elected representatives are aware of the concern. The Council may refer items back to committees for greater policy development at that level.

Generally, Roberts Rules of Order are followed for committee meeting procedure, and chairpersons have some discretion in running meetings. Fairness is very important. If a committee allows public comments on agenda items, then it should be very judicious in doing so.

Relationship with City Staff

The staff liaisons to the Council appointed bodies are valuable resources. They do research and provide relevant information that enhances a body's ability to get things done. Staff is available to answer questions and follow-up on items brought before the board, commission or committee. Appointed members should be aware of the time involved on the part of staff in preparing studies and reports and should make sure that all staff requests are consistent with the appointive body's approved work program.

Appointed bodies may not direct staff to initiate major projects without approval from the City Council or City Manager, and individual members may not direct staff to initiate any program or study. In addition, appointed members should not become involved in the operational matters of City departments unless specifically provided for in their prescribed powers and duties (e.g. the Library Board of Trustees). For more information about the powers and duties of the Portsmouth Library Board of Trustees, please see the Board section of the Library website at: <https://www.cityofportsmouth.com/library/library-trustees-board>.

Relationship with Fellow Members

Cooperation among fellow board, commission, and committee members plays an important role in the successful efforts of City boards, commissions, and committees. In order to build consensus around common goals and objectives, members should first show a willingness objectively to define the issues at hand and then work to reconcile opposing viewpoints. When appointed members interact positively, the group as a whole will be more effective. Important points to keep in mind in working with other appointed members are:

1. Respect an individual's viewpoint, even though it may be different from your own.
2. Allow other members adequate time to present their views before making comments.
3. Be open and honest.

4. Welcome new members and help them become acquainted with their board, commission, or committee.
5. Accept responsibility, voice opinions, be fair and factual.

Relationships with the Public

Good relations with the public are vital for all City boards, commission, and committees. In many cases each body serves as a link between the City Council and the public, helping to inform the public, to reconcile opposing viewpoints, and to explain City programs and policies. Appointed members should welcome citizen input at meetings and be considerate of all interests, attitudes, and differences of opinion. Each body provides a channel for citizen expression by listening to comments, opinions, and concerns from the public. Therefore, it is important to be responsive and in tune with the community.

Relationship with Other Council Appointed Bodies

From time to time, an issue will come before the City that involves two or more appointed bodies. When this occurs, each body should focus on their own advisory responsibilities, not on areas that are under the jurisdiction of other appointed bodies. The responsibilities of appointed bodies are, at times, very close to one another, and care should be taken to avoid overlapping to the greatest degree possible.

For example, the Conservation Commission, Trees and Greenery Committee and Recreation Board can all easily become involved in the consideration of a single project around parks.

This can get confusing, and it is often difficult to resist getting involved in decisions that are really not the responsibility of one's board, commission, or committee. On a particularly complex project, or when appointed members' objectives contradict one another, it may be appropriate to have joint meetings to improve communication and facilitate a common ground.

Business Relationships

Members of boards, commissions, or committees may not have a financial interest in a contract with the City if there is any possibility they will have to review a project or changes to a project they are undertaking via that contract. *It is not enough for a member to simply abstain or disqualify themselves from participation. The member needs to inform others on the body of this issue and be very cautious when these situations arise.*

APPOINTMENT PROCESS & EXPECTATIONS

Appointed Member Requirements and Appointment Process

Appointed members of almost all City advisory bodies must be residents of the City of Portsmouth. Interested applicants apply for appointment. Appointments are made by the Mayor and confirmed by the City Council.

Oath of Office

Every officer of the City, including members of City boards, commissions, or committees shall, before entering upon his or her duties and within five (5) days of his or her election or appointment or notice thereof, take the oath of office prescribed by law and file said oath in the office of the City Clerk.

Training for Appointed Members

Continuing education to further one's knowledge of the various issues that face New Hampshire municipalities is essential to serving the public interest. Appointed members are encouraged to attend conferences and workshops,

read relevant publications, and utilize other opportunities for personal and professional training that will bring new ideas into the community. **New board, commission and committee members will be required to participate in new member training. Failure to attend new member training will result in your inability to begin your term and participate in meetings. Land use board members may be required to attend training during their term.**

General Guidelines for Appointed Members

The Council encourages active citizen participation in the business of city government. Boards, commissions, and committees provide an opportunity for interested residents to participate in the governing of their community under guidelines and procedures established by the Council. Boards, commissions, and committees can improve the quality of city government by providing the Council with resources to make better-informed decisions. Other benefits of these bodies include improved lines of communication between the public and Council, greater opportunities for discussion of public issues and more citizen involvement in city government.

Appointment to a City board, commission, or committee is an honor. It provides an opportunity for genuine public service. Each appointed member should be aware of the responsibilities that go along with officially serving the City. The specific duties of each body vary with the purpose for which it was formed.

There are, however, many responsibilities common to all appointed members:

1. Understand the role and responsibility of the board, commission, or committee. Be informed of its functions, work programs and relationship with other bodies.
2. Represent the overall public good, not the exclusive point of view of a sole group or interest.
3. Keep all lines of communication open. Each appointed member serves as a communication link between the community, the City Council, and staff.
4. Do your homework and be prepared. Appointed members should become familiar with items under consideration prior to meetings in order to be fully prepared to discuss, evaluate, and act on matters scheduled for consideration. Reviewing the materials in your agenda package in advance of each meeting is crucial. It will give you a sense of the potential impacts that recommended actions may have on the community, and any potential issues surrounding those actions. Understanding the background of an issue will allow you to better represent your community, make informed decisions, and explain your position with confidence. Feel free to seek staff's advice and assistance in advance of a meeting.
5. Ask questions in advance. If you have a question about a matter that is not on the agenda (or perhaps it's regarding an agenda item but it relates to technical details), contact the Committee Chair or Staff Liaison before the meeting. If you ask your questions during the meeting without prior notice, staff may not have the resources on hand to provide a clear and concise answer. Asking questions in advance of the meeting will provide Staff with the necessary time to do their homework and better prepare for the conversation.
6. Be a participant, an active representative, and be enthusiastic. If you are not able to attend the meeting, or must attend via Zoom, please let your staff Liaison or the Committee Chair know in advance. Committee members are reminded that attendance is vital to ensure quorum during meetings. Without quorum, the committee is unable to have an official meeting and cannot pass recommendations to Council or Staff. **Specific attendance requirements, along with further provisions regarding the appointment, tenure and removal of board, commission and committee members are set forth in Chapter 1, Administrative Code, Article III, Boards, Section 1.302, Appointments, Tenure and Removal. For City Ordinance.**
<https://www.cityofportsmouth.com/cityclerk/city-ordinances>
7. Establish a good working relationship with fellow appointed members, the City Council, and your staff liaison.
8. Understand the scope and authority of your appointed body's responsibility and strive to work within that

scope.

Your role as an appointed representative of the City Council carries with it a significant responsibility. As an "ambassador" of the City of Portsmouth, the City Council hopes that you conduct yourself with politeness and courtesy with staff and whenever in the public eye. Yours is a position of service that is charged with maintaining the public trust. It is important that you do not abuse that trust.

MEETINGS

Attendance

Regular attendance at meetings is critical to the effective operation of City boards, commissions, and committees. Therefore, all members are expected to attend all of their appointed board, commission, or committee meetings, including study sessions. If you are unable to attend a meeting, call your Chair or staff liaison prior to the meeting. If a problem with absenteeism arises, it should be handled between the appointed member and the respective Chair. If the issue cannot be resolved, the Chair should approach the staff liaison to help work toward a solution.

Quorum

A quorum is a simple majority of the voting members appointed to a committee and is necessary to pass any motions. In the event of a lack of quorum, or if quorum is lost during a committee meeting, the committee's official business will cease, and committee members will have the choice to leave. The remaining committee members are welcome to continue to engage in discussion, but it will not constitute an official committee meeting and voting cannot take place.

Role of the Chair

The principal role of the Chair is to manage the board, commission, or committee meeting. This includes helping to set meeting agendas, maintaining the order of business during the meeting, focusing discussion on the issues at hand, and ensuring that the public appearing before the body are treated courteously. The Chair must make certain that discussions do not get sidetracked. Duties of the Chair also include review of the agenda with the staff liaison before the meeting, representing the body at City Council and community group meetings and, attending quarterly meetings with the Mayor.

Role of the Staff Liaison

Committees are often assigned a Staff Liaison to provide information, professional or technical advice and support as required. A Staff Liaison will support the Chair in their facilitation of committee meetings, including the wording of motions and determining next steps on various agenda items.

Role of the Committee Secretary

Committees often assign a Committee Secretary to help with administrative tasks. The Committee Secretary's role typically includes:

- preparing and distributing minutes to committee members;
- attending meetings and recording minutes;
- posting agendas and minutes to the City's website (through the Staff Liaison);
- maintaining the committee's member contact list; and
- various meeting logistics including room bookings and public notices of committee meetings, through the Staff Liaison.

Role of the Council Liaison

A Council Liaison may be appointed to your committee as a voting or non-voting member, depending on your establishing ordinance. A voting Council Liaison serves as a full member of the committee.

Although a non-voting Council Liaison may have ideas and suggestions to share with the committee, and committee members are certainly welcome to ask them questions, their role is often observatory in nature and their engagement during committee meetings will often be less robust than that of voting members of the committee.

In either case, the Council Liaison serves as a communication channel between City Council and the committee to deliver information, both to and from City Council, and to provide clarification as required. A Council Liaison's role is not to assess or align with the decisions of a committee, but to act as a conduit of information.

Open Meetings

Effective citizen oversight of the workings of government is essential to our democracy and promotes confidence in it. Public access to meetings of governmental bodies is a vital aspect of this principle. Please consider reading New Hampshire's **Open Access to Governmental Records and Meeting Laws** (<https://www.gencourt.state.nh.us/rsa/html/indexes/default.aspx>) It offers explanations of some of the fundamental principles in New Hampshire Open Meetings Law, and answers questions that arise on a regular basis.

City committees are held to the same standard of transparency as City Council meetings. As such, committee meetings are open to the public, unless the meeting has been closed as part of consultation with the Legal Department on matters that are allowed under state law. An example of a closed meeting would be review of a Request for Proposals meeting where personal information about individual bids is being considered. This is a rare occurrence at the committee level.

Notification of committee meetings is posted in two locations at public notice posting places as defined through state law, which are often the bulletin board in the City Hall foyer and the City's website.

APPOINTED MEMBERS COMPLIANCE WITH CITY POLICIES

Members of boards, commissions and committees interact with members of the public, other members and City staff. The City has established several policies, more fully described and incorporated by reference below, that you are required to abide by during your term. Prior to your term beginning, you will be required to read and acknowledge that you have reviewed and will abide by these policies as a condition of being a member of a City board, commission or committee. Failure to sign off on these policies will result in your inability to begin your term and participate in meetings.

Standards of Conduct and Code of Ethics

All board, commission and committee members are required to be familiar with, and comply with City's Standard of Conduct and Code of Ethics Policy, which provides standards for performance of your duties and standards of conduct that require respectful interactions with each other, the public and staff. The City's Standards of Conduct and Code of Ethics Policy is incorporated herein and requires your review and signature through the City's PowerDMS system, which will be your acknowledgment that you have reviewed and will abide by the policy as a condition of being a member of a City board, commission or committee.

In addition to the Standards of Conduct and Code of Ethics, all members of boards, commissions and committees are subject to the City's Code of Ethics and Conflict of Interest ordinance set forth in Chapter 1, Administrative Code, Articles VIII, Code of Ethics, and Article IX, Conflicts of Interest/Mandatory Financial Disclosure (<https://www.cityofportsmouth.com/cityclerk/city-ordinances>)

Non-Discrimination and Anti-Harassment Policy

All board, commission and committee members are required to be familiar with, and comply with, the policy of the City of Portsmouth prohibiting sexual (or other forms of unlawful) harassment in the workplace. The City's Non-Discrimination and Anti-Harassment Policy prohibits harassment of any kind and requires reporting incidents of harassment and discrimination. The City's Non-Discrimination and Anti-Harassment Policy is incorporated herein and requires your review and signature through the City's PowerDMS system, which will be your acknowledgement that you have reviewed and will abide by the policy as a condition of being a member of a City board, commission or committee. The references to "employees shall include members of board, commissions or committees and the reference to supervisors shall include the Chair of the board, commission or committee.

Electronic Communications Policy Acceptable Use Policy for Electronic Media

The City encourages the use of technological resources and computing systems "electronic media" and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with the City, including members of boards, commissions and committees, should remember that electronic media and services provided by the City are City property and their purpose is to facilitate and support City business. The City's Acceptable Use Policy is incorporated herein and requires your review and signature through the City's PowerDMS system, which will be your acknowledgment that you have reviewed and will abide by the policy as a condition of being a member of a City board, commission or committee.

Social Media Policy

Social media consists of networks and online publications that enable individuals and groups to communicate between and among one another for different purposes (e.g. Facebook, Twitter, LinkedIn, YouTube, blogs, etc.). The City of Portsmouth uses various social media in order to reach out to the public and educate individuals on certain events, activities, awards, and other news releases. ~~For more information on how this applies to you, please read the complete Social Media Policy (attach with link here).~~

~~The City does not provide social media platforms for board, commission and committee members to communicate amongst one another, to staff or to members of the public. When using social media posts, and other online interactions (“electronic communication”), members are reminded that although they are not acting on behalf of their board, commission or committee, they should maintain a standard of professional and respectful communications in all their public electronic communications. When posting to public pages, members should be mindful of their responsibilities under the Non-discrimination and Anti-Harassment, Standard of Conduct, and Code of Ethics policies described above.~~

~~Expressing opinions on social media or engaging in contentious public online discussions can lead to perceived or actual conflicts of interest. Posts on various social media sites have been the focus of court cases here in New Hampshire where conflicts arose and decisions were overturned because someone posted something on a social media platform. If you choose to use social media, do so with caution.~~

~~Committee members will maintain a standard of professional and respectful communication in all their interactions associated with the City. This includes in person conversations, online interactions and social media posts, and all written correspondence. Committee members will not post derogatory, defamatory, or otherwise inappropriate comments about the City, its work, or any persons associated with or employed by the City. Committee members are not designated spokespersons for the City and will therefore not speak on behalf of the City. (LEGAL PLEASE REVIEW)~~

Adherence to City Council Policy

Appointed members should not approve projects that violate adopted City policies. Members can make recommendations to the City Council about exceptions to a City policy, and can also recommend policy changes when appropriate.

Open Records

Meaningful access to public records plays a vital role in facilitating government oversight. ~~All Communications to City staff and to elected officials are subject to Right-to Know requests. Please consider reading review~~ New Hampshire’s ~~Access to Public-Governmental Records and Meetings Record’s~~ Law, link to NH RSA

~~(<https://www.gencourt.state.nh.us/rsa/html/indexes/default.aspx>)~~ for more information.

VIOLATIONS OF CITY POLICIES

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Last Reviewed: 2/7/2022 Effective: 4/21/2017, 02/07/2022 Revised: 07/7/2021, 02/07/2022 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 1 of 7
TITLE: <i>Standards of Conduct and Code of Ethics Policy</i>		

STANDARDS OF CONDUCT AND CODE OF ETHICS

1 PURPOSE

The City of Portsmouth provides essential services upon which individuals and businesses rely daily. The successful delivery of those services requires your best efforts as an employee. Consequently, your reliability, your ability to interact respectfully and successfully with your co-workers and the public, and your attention to your employment duties are critically important. You are expected to meet a high standard of performance and conduct in the completion of your employment responsibilities. Failure to meet this high standard is cause for concern, discipline, and possible discharge.

2 POLICY

To meet the high standard of performance and conduct the City expects this policy provides both general and specific guidance to help you succeed and to promote consistency in expectations.

Generally, employees are expected to maintain common standards of honesty and decency. Employees should take responsibility for their actions and behave courteously and professionally to co-workers and the public in a manner that fosters good working relationships and trust and reflects positively on the City.

To provide additional guidance the following specific areas of conduct are called out for attention below. In addition, the City has adopted detailed, specific policies concerning some areas of conduct and those more specific policies will govern.

A. Absenteeism, Tardiness and Attendance: Attendance is an essential aspect of every position. Tardiness and absenteeism adversely affect the efficiency and service level of City departments.

- Absence and lateness without good reason; failing to call in when absent; overstaying allotted break time; leaving the work area or work early without permission; misuse of any leave of absence; and excessive or unexcused absences are grounds for disciplinary action.
- Absences may be considered unexcused if the employee fails to call in, gives a late notice, or fails to give advance notice for an absence which could be

Last Reviewed: 2/7/2022 Effective: 4/21/2017, 02/07/2022 Revised: 07/7/2021, 02/07/2022 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 2 of 7
TITLE: <i>Standards of Conduct and Code of Ethics Policy</i>		

anticipated. Unexcused absences, excessive tardiness and excessive absences are grounds for disciplinary action.

- In the event an employee is absent for three consecutive work days or more without prior notice or approval, and if the City determines that there is not sufficient justification for the lack of notice, then such absence is viewed as job abandonment.

B. Confidentiality and Non-Disclosure: Some employees come into contact with and handle confidential information which may include personnel and individual protected health information, privileged and confidential legal opinions, security related strategies, and personal credit card or similar confidential financial information. Employees have an obligation to keep such information secure and to follow any policies that may be in place to protect that information from disclosure.

C. Courtesy, Respect and Professional Conduct: Employees shall be courteous and respectful to the public and co-workers. Abusive and profane language and gestures, uncooperativeness, bullying, abuse or neglect of visitors, co-workers or residents are not acceptable. Gossip is to be avoided.

- Employees should treat members of the public and coworkers fairly and equally without dispensing special favors to anyone or receiving special privileges from anyone.
- Be professional and patient.
- Threatening bodily harm, intent to strike, and/or striking another may result in immediate discharge.

D. Honesty: Employees are expected to be truthful and to maintain records accurately and in accordance with the law.

- Employees shall not intentionally give false information to co-workers or the public.
- Employees shall not falsify records or otherwise engage in improper documentation, destruction, or making false statements, alterations deletions or

Last Reviewed: 2/7/2022 Effective: 4/21/2017, 02/07/2022 Revised: 07/7/2021, 02/07/2022 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 3 of 7
TITLE: <i>Standards of Conduct and Code of Ethics Policy</i>		

omission on City forms, records or reports (including time records, employment applications and medical records).

- Employees shall not make false claims for wages, benefits, insurances, leaves of absence, and/or providing false information for personal gain.

E. Drug Free Work Place: Bringing, possessing, or using alcoholic beverages or illegal drugs on City of Portsmouth property or while on the job, or being under the influence of or testing positive for these substances during working hours is prohibited and may result in immediate discharge.

F. Non-Discrimination and Anti-Harassment: See separate Non-Discrimination and Anti-Harassment Policy on this topic.

G. Political Activities: Employees shall not engage in political activity while at work or while engaging in their official duties. This includes: wearing or displaying campaign material, distributing campaign literature, soliciting contributions for any candidate, engaging in political campaign activities for any candidate, or circulating nomination papers for any elective office.

H. Safety: Maintaining a healthy workforce and ensuring the safety of every employee should be the job of each employee, regardless of assignment. All employees must comply with all safety rules and regulations. An employee should promptly report an unsafe condition or any accident to their supervisor, even in cases where there was not injury or property damage.

I. Telephone, Facsimile, Computer, E-Mail, and Copier Usage: See Acceptable Use Policy on this topic.

J. Theft or Destruction of Property: No Employee shall engage in:

- Misappropriation, concealment, or unauthorized taking or removal of property belonging to the City, an employee, customer, supplier, vendor, resident or visitor of the City.
- Unauthorized use or possession of equipment or property of the City or other individuals.

Last Reviewed: 2/7/2022 Effective: 4/21/2017, 02/07/2022 Revised: 07/7/2021, 02/07/2022 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 4 of 7
TITLE: <i>Standards of Conduct and Code of Ethics Policy</i>		

- Malicious, negligent, or intentional destruction, damage, defacement, or willful neglect of City or another individual's property.

K. Workplace Violence: It is the responsibility of all employees to create and maintain a work environment free of violence. Any act of violence or intimidation, including verbal or physical threats, whether explicit or implicit, threatening behavior, stalking or acts of violence is strictly prohibited at all times.

3 CONFLICT OF INTEREST

Chapter 1, Article VII of the City of Portsmouth Ordinances sets forth a Code of Ethics applicable to all City employees and City officials, elected and appointed. That Code of Ethics defines and prohibits conflicts of interest. Conflicts of interest jeopardize the confidence the public has in government and are to be avoided. Violations may result in disciplinary action up to and including termination. Below are excerpts/summaries of the provisions applicable to employees.

A. No employee shall:

- Engage in any business or transaction or shall have a financial or other private interest, direct or indirect, which is in conflict with the proper discharge of their official duties.
- Appear on behalf of private interests before any governing body or land use regulatory board of which the employee is a member or membership on which is subject to approval by the employee (subject to certain exceptions described in the ordinance).
- Represent private interests in any action or proceeding against the interests of the land use regulatory board or governing body of which the officer or employee is a member, or membership on which is subject to approval by the officer or employee in any litigation to which the City is a party.
- Accept any gift, over \$100.00 (one hundred dollars), whether in the form of service, loan, thing or promise, any other form from any person, firm or corporation which to their knowledge is interested directly or indirectly in any manner whatsoever, in business dealings with the City. The provision shall not apply to campaign contributions of \$100.00 (one hundred dollars) or less.

Last Reviewed: 2/7/2022 Effective: 4/21/2017, 02/07/2022 Revised: 07/7/2021, 02/07/2022 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 5 of 7
TITLE: <i>Standards of Conduct and Code of Ethics Policy</i>		

- Engage in or accept private employment or render or seek services or goods for private interests when such employment or service creates a conflict with their official duties.
- Publish, divulge, disclose, or makes known in any manner or to any extent not authorized by law any information obtained in the course of employment or official duties or by reason of any examination or investigation made by, or return, report or record made to or filed with, such department or agency or officer or employee thereof, which information concerns or relates to the trade secrets, processes, operations, style of work, or apparatus, or to the identity, confidential statistical data, amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or association.

B. An employee shall publicly disclose:

- Any direct or indirect financial interest or other private interest in any legislation and who participates in discussion before or gives official opinion to the Council, shall publically disclose on the official record the nature and extent of such interest.
- Investments in Conflict with Official Duties: Any officer or employee, who holds any investment direct or indirect in any financial, business, commercial or other private entity which creates a conflict with their official duties shall publicly disclose on the official record the nature and extent of such interest.

As an important, additional note, although Chapter 1, Article VII of the City of Portsmouth sets statutory boundaries in terms of ethical behavior, each employee is expected to follow any additional ethical guidance that may be applicable to any professional licenses held as well as any additional policies specifically applicable to the employee's role within the organization, for example those involved in purchasing have strict limitations on the acceptance of gifts from vendors. The more restrictive policy applicable to your position or the action taken shall apply.

4 REPORTING AND DISCIPLINE

Incidents may arise that are not covered by the standards of conduct which may lead to discipline, up to and including termination. The following areas, however, are expressly

Last Reviewed: 2/7/2022 Effective: 4/21/2017, 02/07/2022 Revised: 07/7/2021, 02/07/2022 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 6 of 7
TITLE: <i>Standards of Conduct and Code of Ethics Policy</i>		

described to guide you in the recognition of certain behaviors which are clearly prohibited and which can result in disciplinary action, up to an including discharge.

Particular disciplinary action to be taken in any specific instance will depend on the review of all factors involved and the employee's past records.

5 RIGHT TO MONITOR, SEARCH AND INSPECT

The City reserves the right to search or inspect City equipment or facilities, such as vehicles, desks, phones, computers, and electronic and paper records of any type, files, lockers, computer usage or offices if there is a work-related or administrative purpose. Abuse or misuse of City equipment, facilities, supplies, or other property will be grounds for disciplinary action.

Last Reviewed: 1/4/2021 Effective: 4/1/1993 Revised: 3/6/2014, 12/17/2020 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 1 of 4
TITLE: <i>Non-Discrimination and Anti-Harassment Policy – City Policy #28</i>		

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

1 PURPOSE

The City of Portsmouth (“City”) will not tolerate any form of discrimination and harassment, including sexual harassment. The purpose of this policy is to affirm the City’s commitment to these important goals, provide guidance to prevent unlawful conduct, describe the means of reporting complaints and concerns, and to identify consequences. Adherence to this policy will promote a productive, safe and professional organization in which all persons are treated with fairness and respect.

Employees with any questions about this policy should not hesitate to contact their supervisor or the Human Resources Department.

2 SCOPE

This policy applies to all departments and divisions. It applies to all employees, full and part-time, as well as all interns (collectively “employees”). This policy covers employees’ interactions with each other as well as with the public, vendors and contractors. Employees shall not engage in discriminatory or harassing conduct and equally as important, employees shall report discriminatory or harassing conduct regardless of whether that conduct is committed by a co-worker, member of the public, vendor or contractor so that the issue may be addressed promptly.

3 DEFINITIONS

Discrimination: For the purposes of this policy, discrimination means conduct that is based upon an individual’s protected status (as defined below) and that: adversely affects a term or condition of the individual’s employment; is used as the basis for or a factor in decisions affecting the individual’s employment; or has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Harassment: Harassment is a form of discrimination and includes unwelcome verbal, written, physical, or non-physical conduct that is based on a person’s protected status that has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment or otherwise negatively affects an individual’s employment opportunities or benefits. Harassment is a form of discrimination, and can take many forms.

Protected Status: A personal characteristic including race, color, religion, disability, age, sex (including pregnancy), religion, national or ethnic origin, citizenship, protected veteran status, marital status, sexual orientation, gender identity or expression, genetic information, or any other

Last Reviewed: 1/4/2021 Effective: 4/1/1993 Revised: 3/6/2014, 12/17/2020 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 2 of 4
TITLE: <i>Non-Discrimination and Anti-Harassment Policy – City Policy #28</i>		

characteristic protected by law. Protected status is sometimes referred to as “protected class” or “protected category.”

4 DISCRIMINATION AND HARASSMENT PROHIBITED

The City expressly prohibits any form of unlawful harassment or discrimination based on an individual’s protected status. Employees shall not engage in discriminatory or harassing conduct against any person, whether a co-worker, intern, member of the public, vendor or contractor.

The conduct prohibited by this policy, whether verbal, written, physical, or visual, includes any discriminatory employment action and an unwelcome conduct that is inflicted on someone because of that individual’s protected status. Among the types of conduct prohibited by this policy are epithets, slurs, jokes, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status whether that posting is physical or done through social media or other electronic means. The City prohibits that conduct in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

5 SEXUAL HARASSMENT

Sexual harassment, as a form of harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical and non-physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a condition of employment;
- Submission to or rejection of such conduct is used as a basis for any employment decisions affecting the person involved; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

This policy prohibits sexual harassment regardless of whether it rises to the level of unlawfulness. Sexual harassment can occur between members of the same sex as well as different genders. Sexual harassment includes preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct.

Examples of sexual harassment forbidden by this policy also includes, but is not limited to: (1) offensive sex-oriented verbal kidding, teasing or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual’s appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene texts, emails, letters, notes or invitations; or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another’s body.

Last Reviewed: 1/4/2021 Effective: 4/1/1993 Revised: 3/6/2014, 12/17/2020 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 3 of 4
TITLE: <i>Non-Discrimination and Anti-Harassment Policy – City Policy #28</i>		

6 EMPLOYEE AND SUPERVISOR RESPONSIBILITIES

All employees are responsible for keeping the work environment free of harassment and discrimination. This means encouraging respect and fairness and avoiding the encouragement of actions that could be perceived as discriminatory or harassing. Employees are responsible for reporting incidents of harassment and discrimination as described in Paragraph 7.

Employees in a supervisory role have heightened obligation. If a supervisor observes or receives information regarding an actual or alleged incident of harassment or discrimination, the supervisor shall take immediate action to stop it, whenever possible or appropriate, and is obligated to report the incident using any of the options identified below in Paragraph 7. The supervisor shall take further prompt effective measures to ensure that no further apparent or alleged harassment or discrimination occurs pending completion of any investigation, in consultation with the Human Resources Director and the City Manager as appropriate. For example, it may be appropriate to place an employee against whom a harassment allegation has been made on administrative leave with pay pending the conclusion of the investigation. Any supervisor who is made aware of harassment or discrimination and fails to report it may be subject to disciplinary action, up to and including termination of employment.

Nothing in this Policy prohibits employees from affirmatively speaking with their co-workers about behavior, jokes, comments or other acts that they find uncomfortable or concerning if that employee is comfortable doing so in furtherance of educating their co-workers, but there is no requirement to do so.

7 REPORTING PROCEDURES AND INVESTIGATION

By Employees: Complaints of discrimination or harassment of any type shall be reported immediately to any of the following: a supervisor, the Director of Human Resources or the City Manager. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or engaging in the discriminatory conduct.

By Supervisors: Supervisors who become aware of harassing conduct and/or a complaint of harassment of any type shall report the conduct and/or complaint immediately to the Director of Human Resources or the City Manager.

Any complaint of discrimination, whether reported by an employee or received from a member of the public, vendor or contractor, will be investigated and appropriate action will be taken depending on the nature and severity of any proven incident. Investigations will be conducted as discretely as possible, consistent with the need to conduct a prompt and thorough investigation. Confidentiality cannot be promised.

Last Reviewed: 1/4/2021 Effective: 4/1/1993 Revised: 3/6/2014, 12/17/2020 Primary Approver(s): City Manager	City of PORTSMOUTH New Hampshire	Page: 4 of 4
TITLE: <i>Non-Discrimination and Anti-Harassment Policy – City Policy #28</i>		

8 CORRECTIVE ACTION

Depending on the outcome of any investigation, the City will take appropriate corrective action to stop the discrimination or harassment and prevent its recurrence. Any employee who is found to have engaged in discrimination or harassment prohibited by the policy will be subject to appropriate disciplinary action, up to and including termination of employment. The City may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law. If the person who engaged in conduct in violation of this policy is not a City employee, the City will take whatever corrective action is reasonable and appropriate under the circumstances.

9 RETALIATION PROHIBITED

Retaliatory treatment of any employee for reporting discrimination, harassment or other prohibited behavior or for cooperating in a harassment investigation is strictly prohibited. All employees who experience or witness any conduct they believe to be retaliatory shall immediately report such conduct according to one of the options defined in Paragraph 7. Retaliation is a form of unlawful discrimination and will be handled in the same manner as other forms of conduct violating this policy.

Last Reviewed: 7/25/2023 Effective: 7/25/2023 Primary Approver(s): City Manager, CIO	City of PORTSMOUTH New Hampshire	Page: 1 of 5
TITLE: <i>Acceptable Use Policy – City Council and Board Members</i>		

ACCEPTABLE USE POLICY – CITY COUNCIL AND BOARD MEMBERS

1 PURPOSE

This policy outlines the guidelines for the acceptable use of technology resources and computing systems owned and operated by the City of Portsmouth (“City”). Council and Board members granted access to City resources and systems for completing Council work related activities shall abide by the provisions set forth in this policy.

2 PARTIES AND RESOURCES COVERED

This policy applies to all Council and Board members in regard to all technology hardware, O365 and other programs, and municipal devices including phones, laptops, multifunction devices, and storage media. Your municipal e-mail address is an IT Resource as well.

3 GENERAL REQUIREMENTS

3.1 USERS MUST:


- a. Agree to use IT Resources in an effective, efficient, ethical, secure, and lawful manner for municipal business purposes; and

3.2 USERS SHALL NOT:

- a. Attempt to access any information, data or programs contained on IT Resources for which User does not have authorization or explicit consent.
- b. Send fraudulent, harassing, or obscene messages and/or materials using IT Resources or store any such material on IT Resources.
- c. Conduct private business activities or political campaigning using IT Resources.
- d. Download, install, or run cybersecurity programs or utilities that reveal weaknesses in the cybersecurity of any IT Resources such as password cracking software or hacking utilities.

3.3 USERS SHALL:

- a. Report any weaknesses in cybersecurity or any incidents of possible misuse or violations of this policy to the CIO.
- b. Take reasonable precautions to secure the City IT resources to guard against unauthorized access.

Last Reviewed: 7/25/2023 Effective: 7/25/2023 Primary Approver(s): City Manager, CIO		Page: 2 of 3
TITLE: <i>Acceptable Use Policy – City Council Board Members</i>		

4. ADDITIONAL PROHIBITIONS

- 4.1 Users shall not use IT Resources for illegal purposes or to further illegal activities.
- 4.2 IT Resources shall not be used for any unauthorized access to or use of data, systems, and networks including, but not limited to:
 - a. Probing or attempting to probe, scan, or test for vulnerabilities without the express authorization of the CIO.
 - b. Breaching of a host, network component or authentication measure without the express authorization of the CIO.
 - c. Monitoring of data on any network or systems without the express authorization.
- 4.3 IT Resource shall not be used to:
 - a. Purposefully conduct computer activities that result in damage to, or disruption of, a City network or connected device.
 - b. Forge data with the intent to misrepresent the origination user or source.
 - c. Fake electronic mail headers (including any portion of the IP packet header and/or electronic mail address) or to use any other method to forge, disguise, or conceal the user's identity or IP address (also referred to as 'Spoofing').

5. INCIDENTAL PERSONAL USE OF CITY RESOURCES AND SYSTEMS

Occasional and incidental use of IT Resources and systems for personal, non-commercial purposes does not constitute a violation of this policy provided the use is:

- a. At no cost or risk to the City, does not interfere with the City's needs and operation; and
- b. Is otherwise in accord with this policy.

6. NO EXPECTATION OF PRIVACY

Users shall have no expectation of privacy in connection with any use of IT Resources including email communications, internet browsing and storage of documents or data on IT Resources. All information including all data files, documents, videos, and photographs on IT Resources are property of the City. As the owner of this information, the City may disclose information on IT Resources to third parties as it determines is in its best interest including without limitation to supervisors and managers, law enforcement, or in response to statutory requests for records.

Last Reviewed: 7/25/2023 Effective: 7/25/2023 Primary Approver(s): City Manager, CIO	City of PORTSMOUTH <small>New Hampshire</small>	Page: 3 of 3

TITLE: *Acceptable Use Policy – City Council and Board Members*

ACCEPTABLE USE ACKNOWLEDGEMENT

I have read and been informed about the content, requirements, and expectations of the Acceptable Use Policy for all City of Portsmouth Users.

I understand that if I have questions, at any time, regarding the policy, I will consult with the Chief Information Officer.

I understand my responsibilities under this Policy and acknowledge this by signing below.

Signature: _____ Date: _____

Printed Name: _____