



Outlook

Town Volunteers & Staff Complete Code of Ethics Training

From Duncan Wardwell <dwardwell@richmondvt.gov>

Date Fri 3/21/2025 12:09 PM

To Duncan Wardwell <dwardwell@richmondvt.gov>

1 attachment (73 KB)

CodeofEthics_Training_Acknowledgement.pdf;

Hi,

This email is to prompt all Town Volunteers and Staff to complete the Code of Ethics Training and sign the Acknowledgement form. The attached .pdf summarizes the process that is also highlighted below. It is also available on our website at <https://www.richmondvt.gov/boards-meetings/all-committee-board-members>

All Town Volunteers and Staff need to review this process annually.

All Committees need to use an Open Meeting in June – August to review the Code of Ethics and Open Meeting responsibilities.

Reply to dwardwell@richmondvt.gov if you have any questions or concerns.

Read below for a brief summary:

The Statewide Municipal Ethics policy went into effect on January 1, 2025. This policy covered some, but not all, volunteers and employees. The Selectboard adopted a policy which makes it so the Statewide Municipal Ethics policy applies to all Town employees and volunteers. This replaces the Richmond Code of Ethics & Conflicts of Interest policy which had previously been in place. The Selectboard added the following sections to the policy: incompatibility of offices, complaints/enforcement, training requirements and annual review (approved 3/17/25).

ALL TOWN EMPLOYEES & VOLUNTEERS (<https://ethicscommission.vermont.gov/training>)

New municipal officers must complete training within 120 days of the start of their position and every three years thereafter. Existing municipal officers have until September 25, 2025, to complete the training and every three years thereafter.

COMPLETE THE ETHICS TRAINING via the "Municipal Code of Ethics" links: VIDEO and TRANSCRIPT

- Training covers the basics of the statewide Municipal Code of Ethics (~ 45 minutes)
- You can ignore the message that says, "Log in to store your form" at the top of the page
- After you complete the training you will receive a confirmation email that "certifies that you completed the online Vermont State Ethics Commission municipal ethics training on DATE"
- Forward the confirmation email to dwardwell@richmondvt.gov to document your training

ACKNOWLEDGEMENT FORM

- Read the **RICHMOND CODE OF ETHICS (03-17-2025)**
- Sign the **Acknowledgement form** within 30 days of beginning service and annually between June 1 - August 31
- Return signed Acknowledgement form to Duncan Wardwell:
at Town Clerk's Office, 203 Bridge St, Richmond, VT
or email a scanned copy to dwardwell@richmondvt.gov

I will remind all Committee Chairs in June to review the Code of Ethics and Open Meeting Laws at a publically warned meeting

TOWN COMMITTEES REVIEW CODE OF ETHICS

The Selectboard will consider new appointments for Town Committees beginning the 2nd Monday in May. Committees should use an Open Meeting in June – August to review the Code of Ethics and Open Meeting responsibilities.

- All Committee members complete Code of Ethics Training video every 3 years
- All Committee members sign/date Acknowledgement form every year between Jun 1 – Aug 31
- New Committee members sign/date Acknowledgement form within 30 days of start of service

-Remind Committee of [Open Meeting Law](#), Agenda/Minutes, quorums and Code of Ethics

-If a member of a Committee does not complete the Training and Acknowledgement form before September of each year then they will not be able to participate in a meeting and risk obtaining Committee quorum.

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