Code Of Ethics For The Board Of Directors Of The \_\_\_\_\_\_\_\_\_\_\_\_ System

Issue Date:

Revision Date:

Statement of commitment

I am a steward of the assets of the \_\_\_\_\_\_\_\_\_\_\_\_\_ System. I recognize the need of our customers for competent and committed board members and pledge to perform to the utmost of my abilities. As a board member, I acknowledge and promise to perform my duties in such a manner that customer confidence and trust in the integrity, objectivity and impartiality of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ System are conserved and enhanced.

Ethical guidelines

1. I will actively participate in all discussions and voting matters.

2. I am obligated to act in a manner that will bear the closest public scrutiny.

3. It is my responsibility to contribute suggestions to improve policies, standards, practices and actions.

4. I will declare any conflict of interest, real or perceived, with regard to any matter being discussed before the board or during committee meetings, and I will remove myself from all discussions of the matter, in order to further mitigate any real or perceived conflict of interest.

5. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a board member and that is not generally available to the public.

6. I will be alert to and share information which can be used to develop improved policies and strategies.

7. I will protect information closely, and will not release or share confidential information without the permission (preferably in writing) of the person who provided it.

8. I will maintain the confidentiality of all information which the board deems confidential.

9. I will be mindful of resources that are in my trust on behalf of board business, and will help establish policies that secure and protect board resources.

10. I expect to be reimbursed for legitimate expenses incurred by myself for the sake of board business. I will keep all such expenses reasonable and justifiable and will discuss expenses which may be in question with the board’s chair and secretary/treasurer.

11. Should business associates or others offer me gifts, favors, or benefits on a personal basis because of the business \_\_\_\_\_\_\_\_\_\_\_\_\_\_ System does with them, I will recognize that such offers may be an effort to secure advantage from me, and I will reject such offers. The most I am allowed to accept will be normal promotional handouts of nominal value.

12. As a part of my duties as a board member, I represent the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ System formally and informally to other businesses, government officials and the public. I recognize the importance of leaving others with a positive impression. In my duties, I will preserve and enhance the good reputation of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ System and will avoid behavior that might damage its image.

Interpretation, enforcement and penalties

The chair of \_\_\_\_\_\_\_\_\_\_\_\_ System shall ensure that the practice of this code of ethics will be fair, just and equitable in all situations of interpretation and application. The chair is ultimately responsible for immediate interpretation, application and enforcement of the code of ethics.

Complaints concerning a possible violation of the code of ethics shall be made in writing to or by the chair, and a copy will be provided to the complainant. The chair shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant. If this initial attempt at resolution is unsuccessful, the chair shall appoint a task force composed of three board members to investigate the complaint and submit a written report to the chair within 30 days. The chair shall render his/her decision within ten days of receiving the task force report.

The chair’s decision may be appealed in writing to the board for consideration at the board’s next regular meeting for a final decision. The final decision shall be delivered in writing to the complainer and complainant. The complainant may have legal counsel present at the final hearing. In the instance of a negative decision, should the member file a grievance, the procedure outlined in the current version of *Robert’s Rules of Order* shall be utilized.

Should the chair be the subject of a written complaint or have a real or perceived conflict of interest with respect to the complaint, the vice chair shall perform the duties normally assigned to the chair in this matter.

Penalties imposed for violating the code of ethics may include, but are not limited to, the following:

• Exclusion of the board member from portions of future meetings and discussions that relate to the stated conflict of interest, and/or

• Censure of the board member in private, public, or both, and/or

• Removal of the board member from his/her position by a resolution passed by a vote of two thirds of the board, provided that notice of such a proposed resolution is given with the notice calling the meeting.

I have read and I accept the code of ethics for \_\_\_\_\_\_\_\_\_\_\_\_\_ System board members and committee chairs.

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_