



## **Utah State Charter School Board**

### **Member Code of Conduct Policy**

The State Charter School Board (Board), has established this policy to provide professional conduct expectations for Board members to cultivate and sustain the positive culture of the Board. This policy is not intended to override any applicable laws or administrative rules, Board bylaws, or to limit the duties, obligations or legal requirements with which the Board or its members must comply.

#### **General Statement of Expectation:**

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. Board members are expected to adhere to a high standard of ethical conduct and to act in accordance with the Board's Mission, Vision, and Core Values. Unethical actions, or the appearance of unethical actions, are not acceptable.

#### **Conflicts of Interest:**

No Board member shall derive any personal profit or gain, directly or indirectly, by reason of his/her service on the Board. It is expected that Board members will conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time. Those conflicts are to be handled as outlined in the Board's bylaws.

#### **Meeting Preparation:**

Board members are expected to prepare in advance for each meeting by carefully reviewing all materials provided and, if needed, requesting clarification of staff in advance of the meeting.

#### **Confidentiality:**

Board members are reminded that confidential matters may be included in Board materials or discussed from time to time. Board members are not to disclose such confidential information to anyone.

#### **Active Participation:**

Board members are to make attendance at all meetings of the Board a high priority. It is expected that Board members actively contribute to the discussions. Board members should be fully engaged and attentive during board meetings, not multitasking.

#### **Professional Conduct:**

Board members are expected to conduct themselves in a civil and professional manner. They are expected to be courteous and respectful of the opinions of fellow Board members, leaving personal prejudices out of all board discussions. Board members will use titles when addressing each other, and where appropriate, staff and other individuals present. When representing the Board, members are expected to do so in a positive and supportive manner at all times.

**Transparency:**

Decisions are to be made and discussed during board meetings in accordance with the Open and Public Meetings Act. Board members are expected to foster open, honest, and effective dialogue in their communication with each other and schools. Members are also expected to avoid sentimental or superficial comments, as well as statements that minimize, exaggerate, or dismiss the views or communication of others.

**Thoughtful and Deliberate Votes:**

The Board should be able to defend all actions, and Board members are expected to be able to provide a clear rationale for their individual votes. Board members are expected to support actions of the Board, even when the Board member personally did not support the action taken.

**Governance vs. Management:**

The Board has the responsibility to establish effective policies, and revisit and revise policies from time to time, to ensure that Board objectives and goals are achieved. Board members are expected to refrain from intruding on administrative issues that are the responsibility of staff, except to monitor the results and ensure that procedures are consistent with Board policy. All members are expected to observe the established lines of communication and to direct requests for information or assistance to the executive director, as outlined in the Board Communications Policy.