

## 01-106—Board Member Code of Conduct

The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

1. Members must demonstrate loyalty to the charter and board policy, not conflicted by loyalties to staff, other organizations, or any personal interest as a parent, or as a friend or associate of other parents at the school.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
  - a. There will be no self-dealing or business by a member with the school outside the scope of the conflict of interest policy. Members will annually disclose their involvements with other organizations or with vendors and any associations that might be reasonably seen as representing a conflict of interest.
  - b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall withdraw without comment not only from the vote but also from the deliberation.
  - c. Board members will not use their board position to obtain employment at the school for themselves, family members, or close associates. A board member who applies for employment must first resign from the board.
3. Board members may not attempt to exercise individual authority over the organization.
  - a. Members' interaction with the director or other staff must recognize the lack of authority vested in individuals except when explicitly authorized by the board, and members must interact appropriately with staff when acting as the parent of a student.
  - b. Members' interaction with the public, the press, the authorizer, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly-stated board decisions.
  - c. Except for participation in board deliberation about whether the director has achieved any reasonable interpretation of board policy, or when expressing an appropriate opinion as the parent of a student, members will not express individual judgments of performance of employees or the director.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Members will be properly prepared and present for board deliberation.
6. Members will support the legitimacy and authority of the final determination of the board on any matter without regard to the member's personal position on the issue.
7. Members will follow state-mandated background check procedures.

**Approved by the board – February 11, 2016**

**Approved by the board – February 8, 2018**

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(866)632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send  
Your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication,  
1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at  
[program.intake@usda.gov](mailto:program.intake@usda.gov)