

## **XYZ Board of Trustees Code of Conduct**

The following Code of Conduct sets standards for how the board interacts with itself, makes decisions and works with staff.

As individual members of this board, we will conduct ourselves in a manner that respects appropriate decorum. Specifically,

- We will not attempt to exercise individual authority over the organization.
- We will not express individual judgments about the performance of the Director or staff.
- We encourage responsive and attentive listening. We are committed to positive and constructive forms of interaction.
- We recognize that differing viewpoints are healthy in the decision-making process. We have the right to disagree, but will do so without being disagreeable. Once the board takes action, board members will not create barriers to implementing board policy.
- We function as part of a team. Board members should bring issues to the attention of the full board, not to other individual board members.
- We will conduct ourselves with courtesy toward each other and staff members during board meetings.
- We will distribute written information or board documents through the administrator and board chairperson before meetings.
- We recognize the value of the chain of command. When approached by staff, constituents or the public, we will channel all inquiries to the Director.
- We will develop a working relationship with the Director so that issues and concerns can be discussed openly and comfortably.
- We will come to meetings prepared and informed about the upcoming issues and stay on task as to be respectful of everyone's time.
- We will respect the confidentiality of privileged information which comes before the Board and will not discuss confidential matters of the Board outside of Board or Committee meetings.
- We will attend all regular Board meetings and events insofar as possible to include retreats and orientations.

By signing below, I agree to abide by the Code of Conduct listed above.

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