

**SUBJECT: CODE of ETHICS and CONFLICT OF INTEREST**

**PURPOSE:** The Governance Council (GC) desires to operate in the most ethical and conscientious manner possible and to that end the GC adopts this Code of Ethics and Conflict of Interest and each GC member agrees that he or she will:

**(A) Governance Structure**

1. Recognize that the authority of the GC rests only with the GC as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the school to the CAO/Principal and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the CAO/Principal should be present at all meetings of the GC except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the CAO/Principal or school administration.
6. Use reasonable efforts to keep the CAO/Principal informed of concerns or specific recommendations that any member of the GC may bring to the GC.

**(B) Strategic Planning**

1. Reflect through actions that his or her first and foremost concern is for the educational welfare of the children attending Alma d'arte.
2. Participate in all planning activities to develop the vision and goals of the GC.
3. Work with the GC and the CAO/Principal to ensure prudent and accountable uses of the resources of the school
4. Render all decisions based on available facts and his or her independent judgement and refuse to surrender his or her judgement to individuals or special interest groups.
5. Uphold and enforce all applicable laws, rules, and guidelines of the NM Public Education Department (NMPED) and the GC.

**(C) Governance Council and Community Relations**

1. Seek regular and systematic communications among the GC and students, staff and the community.
2. Communicate to the GC and the CAO/Principal expressions of public reaction to GC policies and school programs.

**(D) Policy Development**

1. Work with other GC members to establish effective policies for the school
2. Make decisions on policy matters only after full discussion at publicly held GC meetings
3. Periodically review and evaluate the effectiveness of policies on school programs and performance.

**(E) Board Meetings**

1. Attend and participate in regularly scheduled and called GC meetings.
2. Be informed and prepared to discuss issues to be considered on the GC agenda.
3. Work with other GC members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at GC meetings
4. Vote for a closed executive session of the GC only when applicable by law or GC policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the GC and the school, during executive session of the GC.
6. Make decisions in accordance with the interests of the school as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the GC vote, abide by and support all majority decisions of the GC.

**(F) Personnel**

1. Support the employment of persons best qualified to serve as employees of the school and insist on regular and impartial evaluations of the school staff.
2. Comply with all applicable laws, rules, regulations and all GC policies regarding employment of family members.

**(G) Financial Governance**

1. Refrain from using the position of GC member for personal or partisan gain to benefit any person or entity over the interest of the school.

**(H) Conduct as a GC Member**

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the GC.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow GC members.
4. Take no private action that will compromise the GC or school administration.

5. Participate in all required training programs developed for GC members by the GC or NMPED.
6. In the annual report submitted to the NMPED, disclose the status of GC member compliance with the Code of Ethics.

**(I) Conflicts of Interest**

1. Announce personal conflicts of interest before GC action is taken.
2. Comply with the Conflict of Interest policy of the GC (Policy No. G0009), all applicable laws, and NMPED standards, rules and guidelines.

**(J) Violations of the Code of Ethics**

1. Upon a motion supported by two-thirds (2/3) vote, the GC may choose to conduct a hearing concerning a possible violation to this Code of Ethics by a member of the GC.
2. The GC member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing in this matter.
3. The accused GC member may bring witnesses on his or her behalf to the hearing, and the GC may elect to call witnesses to inquire into this matter.
4. If found by a vote of two-thirds of all the members of the GC that the accused GC member has violated this Code of Ethics, the GC shall determine an appropriate sanction.
5. A GC member subject to sanction may, with thirty (30) days of such sanction vote, appeal such decision to the NMPED in accordance with the rules and regulations of the NMPED.
6. A record of the decision of the GC to sanction a GC member for a violation of this Code of Ethics shall be placed in the permanent minutes of the GC.

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