

Board Code of Conduct

Purpose

This Orange City Public Library Board Code of Conduct provides standards of behavior that are expected of trustees in carrying out their duties. It provides the ethical principles for the day to day conduct required of the board of trustees, fulfilling in practice the Board Code of Ethics.

General Standards of Conduct

Board members are to act with courtesy, professionalism, and respect toward fellow trustees, library staff, patrons, city officials, and the public. Trustees are to refrain from personal attacks, abusive language, or confrontational behavior during meetings or while representing the library, so as to maintain the dignity of the office, the library, and each individual.

Conduct During Board Meetings

Trustees are expected to come to board meetings prepared, having reviewed the agenda and supporting documents in advance. Active listening and participation are such that the order of business is done without interruption, and disagreements are constructive to the issue, not directed toward individuals. Parliamentary authority resides with the chair, and board conduct should support the chair in maintaining order and decorum.

Individual Authority / Decision Making

All board members recognize the limits of their authority to act on behalf of the board unless explicitly authorized to do so. This includes making commitments, promises, or statements that improperly imply a board action or stance. The board decisions are to be implemented, adhered to, and supported even when in personal disagreement.

Relationship with Library Staff and Director

Communication regarding operations should be directed to the Administrative Librarian/Library Director. These communications should be respectful and constructive. The board should avoid supervising, evaluating, or directing staff. The library board has one employee, the Administrative Librarian/Library Director.

Use of Influence or Resources

The use of the position of trustee for personal advantage or preferential treatment is prohibited. Any attempt to influence library operations for individual or special interests is a violation of office.

Public Communications and Representation

When interacting with the public, media, or other government officials, the trustees should support the official board position and refer any inquiries regarding library operations to the Administrative Librarian/Library Director. This promotes confidence in the library and its governance through accurate and responsible communication. Personal opinions and viewpoints should remain with the trustees to avoid the appearance of speaking for the board.

Confidentiality

It is improper to disclose confidential information obtained through board service. Privileged or sensitive discussions are limited to the board authorized setting and, if needed, in closed session. Any such information obtained through board service remains confidential even after service ends.

Attendance and Participation

Trustees are expected to attend meetings regularly and participate on committees. Absenteeism undermines the effectiveness of the board, and absences should be reported in advance to the board president and/or the Administrative Librarian/Library Director. Repeated or serious violations may result in board action consistent with applicable policies and Board Bylaws.

Addressing Misconduct

Trustees are encouraged to address conduct concerns first through respectful conversation when appropriate. When informal resolution is not effective, concerns may be raised with the board president or executive committee. Repeated or serious violations may result in board action consistent with applicable policies and Board Bylaws.

Acknowledgement

Upon appointment trustees will acknowledge receipt of and commitment to abide by this Code of Conduct for their full term and upon reappointment for each successive term until their service is completed.