



Code of Conduct

Adopted: October 24, 2019

Revised: October 28, 2021

Partnership (“Board”) Activity

As a Partner or Alternate (“Director”), each Director will:

- Understand and support the Partnership’s purposes as defined in the Joint Powers Agreement and other adopted governing documents
- Adhere to legal and ethical requirements, standards, and norms, and comply with bylaws, policies, agreements, and expectations
- Establish the strategic direction for the Partnership
- Recognize that only the full Board has the authority to bind the Partnership
- Exercise good judgment, act with integrity, and respect confidentiality
- Use one’s abilities, experience, and influence constructively and be available to the Board as a resource
- Monitor organizational performance

Financial Leadership and Oversight

To protect the Partnership, Board members will:

- Adopt an annual budget and ensure alignment between expenditures and activities to support strategic priorities
- Initiate and implement all reasonable efforts to secure adequate financial support for the Partnership’s mission and key priorities
- Ensure that proper financial controls are in place
- Carry out fiduciary roles professionally and responsibly
- Ensure that all business transactions of the Partnership are conducted in an ethical and transparent manner

Preparation and Attendance

To ensure the effectiveness of Board meetings, each Director will:

- Place a high priority on attending all meetings of the Board, committees, or task forces on which a Director serves, and other Board functions
- Be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background materials relevant to the topic at hand
- Make thoughtful and informed decisions
- Observe meeting procedures and display courteous conduct in all Board and committee meetings
- Volunteer for and willingly accept assignments, and complete them thoroughly in a timely fashion

Engagement and Communication

As communication and engagement are fundamental to Board effectiveness, each Director will:

- Maintain ongoing engagement with the “home” elected body the Director represents, bringing critical information from the Partnership to the home jurisdiction, and from the home jurisdiction to the Partnership
- Get to know others in the group and build collegial working relationships that respect the rights of others to hold and express differing opinions, and contribute to consensus building
- Participate fully and frankly in the deliberations and discussions of the Board
- Encourage free and open discussion of the affairs of the Partnership by the Board and its members
- Ask probing questions focused on priority issues and activities
- Serve as ambassadors to promote the Partnership’s mission, strategic priorities, and key activities

Organizational Knowledge

Recognizing that only well-informed Board members can make appropriate decisions, each Director will:

- Be knowledgeable about the Partnership’s operations and activities
- Understand the role of the Partnership within the broader region
- Understand the regulatory, legislative, business, social, political, and other environments within which the Partnership operates
- Keep informed on the proper duties and functions of a Board member

All members of the Board shall annually sign a statement acknowledging that they will abide by this Code of Conduct.

Failure to abide by the Code of Conduct may result in action by the Partnership.

Code of Conduct Annual Agreement

As a member of the Partnership Board of Directors, I agree to abide by the Code of Conduct.

Name

Signature

Date

Please sign and date this document and return to the Chair or as otherwise instructed.