

## 1. CODE OF CONDUCT

- A. 21<sup>st</sup> Century Public Academy Governance Council (“GC”) Members may not attempt to exercise individual authority over the school and/or its employees, except as explicitly set forth in GC policies and in accordance with New Mexico law.
1. A Member’s interaction with the school administrator or staff must recognize the lack of authority vested in Council members, except when explicitly authorized by the GC.
  2. GC members’ interactions with the public, press, or other entities must recognize the same limitation and inability of any GC member to speak for the GC on behalf of the school unless explicitly authorized by the GC.
  3. The GC evaluates only the school administrator and does so as a group, using an agreed-upon set of standards, which are spelled out by NMPED regulation, along with the job description. GC members who are also parents will address their individual concerns through proper channels as stated in the Parent/Student handbook.
- B. The school administrator is the only school employee to be held accountable by the GC for executing the stated mission and objectives of the school. The school administrator is to act either within his/her duties stated above, or pursuant to a directive passed by the GC. No individual GC member, community member, staff member, or parent may direct the school administrator in his/her duties.
- C. The GC will conduct its proceedings under the most recent minimum standards of Robert’s Rules of Order, as stated in the GC ByLaws. This includes the raising of an issue by the President for discussion, followed by a motion on the issue, followed by a second to the motion, followed by further discussion on the motion, and finally a vote. All the proceedings will be recorded by the designated secretary in written minutes, including the specific vote of each individual GC member.
- D. The GC is a public body and is subject to the Open Meetings Act. No official business of the GC may take place outside of a properly-noticed public GC meeting. If a quorum of GC members is present in one place outside an announced public meeting, no school business can be discussed, or the group must be dissolved into smaller groups.

- E. The GC shall not enter a closed session unless the subject is deemed to fall under one of the exceptions in Section H of the New Mexico Open Meetings Act. If it is deemed that the subject does meet one of the exceptions described, the GC will only enter a closed session if a majority vote can be reached approving the closed session (Section I of the New Mexico Open Meetings Act). Closed sessions must have been designated as such on the agenda. Action may not be taken in closed session.
- F. GC members will respect the confidentiality appropriate to issues of a sensitive nature and will adhere to all federal and state laws regarding confidentiality of student, employee, and other information in the school's custody.
- G. All GC members shall follow and adhere to the bylaws adopted by the GC, as well as all applicable school policies/procedures.
- H. Each GC member shall acknowledge in writing that he/she has read the 21<sup>st</sup> CPA charter, the Council bylaws, and the Council code of conduct, and shall act in accordance therewith and be bound thereby.