

DAC Code Of Conduct

Revised April, 2025

I. Member Responsibility

The DAC is comprised of parents and community Members who volunteer their time and effort to serve in an advisory role to the Jefferson County Board of Education. As such, each Member is a valuable and respected participant in the group. In an effort to promote vigorous and thorough discussions, along with encouraging full Member involvement at all meetings, each and every Member agrees to the following code of conduct:

1. Value all participants' time commitment by coming prepared and adhering to the timelines of the approved agenda.
2. Be present, participate, limit distractions, and engage fully in both the general meetings and subcommittee meetings.
3. Balance advocating for their perspective with actively listening to understand others.
4. Honor the different perspectives, values, and experiences of all DAC members by engaging in respectful communication and seeking to understand.
5. Avoid unwelcome verbal, written, or physical conduct that interferes with an individual's work on the DAC or creates an intimidating or hostile DAC environment.

II. Member Representation

A Member's obligation and responsibility when representing the DAC is to act in good faith and in the best interests of the DAC.

1. Members shall not speak as an individual on behalf of the DAC unless authorized to do so by the Chair and/or Vice Chair.
 - a. Members shall not represent their own personal opinions as those of the DAC. In circumstances where uncertainty may arise, the Member should include a disclaimer such as *"While I am a member of the Jeffco District Accountability Committee, today I am representing my own individual views and should not be interpreted as an official position of the DAC."*
 - b. *Note: This does not limit Members' ability to cite their participation on the DAC as a personal qualification or experience.*
2. Members shall not use their participation on the DAC to advance personal interests or the interests of third parties. These interests may be, but are not limited to:
 - a. Financial Benefit
 - b. Endorsement of personal, political candidacy, or professional interests.

III. Conflict of Interest

If a Member has, or reasonably appears to have, a personal, professional, or financial interest in a matter before the DAC or the District, the Member must disclose the conflict of interest to the DAC Executive Committee or the Committee-as-a-Whole prior to discussion. This Member must recuse themselves in any voting on the matter unless they have received prior approval from the Executive Committee.

IV. Compliance with the Code

This Code does not anticipate every situation that may arise; nor does it replace thoughtful and ethical behavior. Accordingly, this Code is intended to serve as a guide for Members of the DAC. Members are encouraged to bring questions about particular circumstances or suspected violations of the Code to the attention of a member of the Executive Committee. Complaints will be investigated by the DAC Executive Committee or by a person or persons designated by the Executive Committee within 60 days. A report of the findings must be provided to the designated Board of Education liaison within an additional 30 days. Every effort should be made to investigate and respond as expeditiously as possible. No retaliation will be taken against any individual reporting violations, and any instances of retaliation will be in direct violation of this Code.