



Humanities MONTANA

BOARD OF DIRECTORS CODE OF CONDUCT

Introduction

This code of conduct outlines the behavior expected of all members of the Humanities Montana Board of Directors. As board members we strive to support Humanities Montana (HM) in the fulfillment of its mission: "Humanities Montana serves communities through stories and conversation. We offer experiences that nurture imagination and ideas by speaking to Montana's diverse history, literature, and philosophy." According to the organization's bylaws, the purpose of the board "is to encourage and promote, through grants or other arrangements with nonprofit groups, education in, and public understanding of and appreciation of the humanities in Montana." It is the responsibility of HM's board of directors to further the work of the organization in as healthy, respectful, and productive a manner as possible. To that end, the board commits to adhering to the following code of conduct.

Conduct at Meetings

All HM board members will:

- Be prepared for general, special and committee meetings;
- Be familiar with all agenda items, having studied pertinent documents prior to meetings;
- Fully participate and respect and follow the meeting agenda;
- Practice civility and act respectfully toward all meeting participants;
- Be mindful of the difference between the intent and impact of one's statements and actions;
- Support board actions, recognizing the board speaks with one voice;
- Honor the role of the chair as meeting leader and manager.

Conduct towards Staff

All HM board members will:

- Follow the chain of command;
- Act with the knowledge that the board hires and evaluates the executive director, who, in turn, is responsible for hiring, supervising, and evaluating staff members;
- Refrain from involving oneself in the director-staff relationship;
- Direct any comments about staff performance only to the executive director through private correspondence or conversation;
- Discuss any issue concerning the executive director's performance with the board chair only;
- Treat all staff respectfully;
- Communicate honestly and openly;
- Refrain from publicly criticizing any staff member;
- Never act in an intimidating or harassing manner;
- Refrain from engaging in, or speculating about, administrative functions not within the purview of the board's duties and responsibilities.

Conduct with the Public (including third-party consultants)

All HM board members will:

- Adhere to HM's conflict of interest policy;
- Reroute any complaints from the public to the executive director;
- Refrain from criticizing other members of the board or staff;
- Uphold and respect confidentiality agreements;
- Avoid interacting with, or contacting, third-party consultants or vendors, such as mediators, who are working with the staff and the executive director unless empowered to do so by the board chair;
- Differentiate between personally held viewpoints and those held by the organization, and plainly state which entity one is representing in stating those views;
- Support HM's mission and goals;
- Act and speak professionally.

Correspondence Conduct

All HM board members will:

- Limit email correspondence to logistics and committee matters;
- Correspond respectfully and with civility.

Sanctions

Violations of this code of conduct may result in a director's removal from the board. According to Section IV, pt. 12, of HM's bylaws, a 2/3 vote of members at a duly constituted meeting can remove a director from the board. This must occur at a regular or special meeting of the board, the agenda for which includes said removal.

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