

**West Linn-Wilsonville  
School District 3J**

Code: **BBF**  
Adopted: 10/06/97  
Readopted: 1/11/16  
Orig. Code(s): BBF

**Code of Conduct**

A Board member should:

1. Represent the best interests of the whole district.
2. Understand that the Board sets the standards for the district through Board policy. The superintendent has full administrative authority for properly discharging his/her professional duties within limits of established Board policy. Board members do not manage the district on a day-to-day basis and should refer problems or complaints to the proper administrative office.
3. Understand that the Board makes decisions as a team. Individual Board members may not commit the Board or the district to any action.
4. Respect the right of other Board members to have opinions and ideas which differ from yours.
5. Recognize that decisions are made by a majority vote, and once the vote is taken, should be supported by all Board members.
6. Make decisions only after the facts are presented and discussed.
7. Recognize that the Board must comply with the "Public Meetings Law" and only has authority to make decisions at official board meetings.
8. Insist that all Board and district business is ethical and honest.
9. Understand that you will receive information that is confidential and cannot be shared.
10. Recognize that the superintendent is the Board's adviser and.
11. Take action only after hearing the superintendent's recommendations.
12. Refuse to use your position for personal or family gain or avoidance of loss. Announce actual or potential conflicts of interest before Board action is taken.
13. Refuse to bring personal or family problems into Board considerations.
14. Give the staff the respect and consideration due skilled, professional employees.
15. Present personal criticism of school operations and personnel to the superintendent, not to school staff or in a Board meeting.

16. Respect the right of the public to attend and be heard at Board meetings.
17. Respect the right of the public to be informed about school decisions and school operations.
18. Keep up to date on educational issues that affect the district.
19. Attend all scheduled board meetings possible, on time, and be well prepared, communicating conflicts in advance.
20. Use social media and electronic communications judiciously in a manner that does not violate Oregon's Public Meetings Law.
21. When using social media, treat and refer to other Board members, staff, student and members of the public with respect.
22. Never post confidential information about students, staff or district business on any website or social media application.

END OF POLICY

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**Legal Reference(s):**

[ORS 162.015 to -162.035](#)  
[ORS 162.405 to -162.425](#)

[ORS 192.630](#)  
[ORS 244.040](#)

[ORS 244.120](#)  
[ORS 332.055](#)

**Cross Reference(s):**

BBFA - Board Member Ethics and Conflicts of Interest  
GBI - Staff Gifts and Solicitations