

**Palmetto Paralegal Association (PPA)  
Executive Board Member Code of Conduct**

**As a member of the PPA Executive Board, I will:**

- Listen carefully to my fellow Board Members;
- Carefully consider and respect the opinions of my fellow Board Members;
- Attempt to communicate the needs of those we serve to the Executive Board;
- Bring to the attention of the Executive Board any issues I believe will have a significant effect on our organization or those we serve;
- Keep well-informed of developments relevant to issues that may come before the Board;
- Attend regularly and participate actively in Board Meetings and actions and not discuss elsewhere what I am unwilling to discuss in Board Meetings;
- Recognize the authority invested in the Executive Board;
- Respect and support all majority decisions of the Executive Board;
- Refer complaints directly to the proper level on the chain of command;
- Recognize that my duty is to ensure that the organization is well-managed, not necessarily to manage the organization;
- Represent all of those whom this organization serves as opposed to specific geographic or special interest groups;
- Consider myself a "trustee" of the organization and do my best to ensure that PPA is well-maintained, financially secure and always operating in accordance with our stated objectives, Bylaws and Policies;
- Learn how to do my job better;
- Acknowledge conflicts of interest between my personal life and my position on the Executive Board, and abstain from voting or attempting to influence issues about which I am conflicted; and
- Dress professionally as a I am a member of the PPA Executive Board.

**As a member of the Executive Board, I will not:**

- Criticize fellow Board members or their opinions, outside of the Board meetings;
- Use the organization or my position on the Executive Board for my personal advantage or that of my friends, relatives, or associates;
- Discuss the confidential proceedings of the Board outside the Board meetings;
- Promise how I will vote on any issue before hearing the discussions and becoming fully informed on that issue;
- Interfere with or undermine the authority of other Executive Board members to perform their duties;
- Speak for or on behalf of the organization unless specifically authorized to do so; or
- Behave in a manner or participate in matters which are unbecoming an officer of PPA.

ACKNOWLEDGED BY:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Position on Executive Board)

\_\_\_\_\_  
(Date)