

## Bylaws of the Board

### Code of Ethics

#### 1. Declaration of Policy

The proper operation of the board of education requires that all board of education members be independent, impartial and responsible; that educational decisions and policy be made in proper channels; that public office not be used for personal gain; and that the public have confidence in the integrity of its board of education. The purpose of this bylaw is to establish guidelines for ethical standards of conduct for all board of education members by setting forth those acts or actions that are incompatible with the best interests of the board of education and by direct disclosure by said officials of financial or personal interests in matters affecting the board of education.

#### 2. Definitions

##### a. Financial Interest

Any interest which directly yields a monetary or other material benefit to a member of the board.

##### b. Personal Interest

Any interest arising from a blood or marriage relationship or close business association.

#### 3. Equal Treatment

##### a. Impartiality

No member of the board of education shall grant any special consideration, treatment or advantage to any person beyond that available to all citizens.

#### 4. Conflict of Interest

##### a. General Conduct

No member of the board of education shall engage in any business or transaction or shall have a personal or financial interest, which is

Code of Ethics (continued)4. Conflict of Interest (continued)

incompatible or in conflict with the proper discharge of his or her official duties in the public interest or would tend to impair independence of judgment or action in the performance of official duties; nor shall he or she become involved in any contract with, sales to, purchases from, or compensable services made with or rendered to the board of education except where the same is covered by competitive bidding.

b. Disclosure of Information

Except as may be required by law, no member of the board of education shall disclose any confidential information concerning the board of education.

c. Gifts and Favors

No member of the board of education shall accept or solicit any gift, whether in the form of service, loan, thing, promise or any other form, from any person who, to his or her knowledge is interested, directly or indirectly, in any manner whatsoever, in business dealings with the board of education, or which gift may tend to influence him or her in the discharge of official duties or in granting any improper favor, service or thing of value.

d. Disclosure of Interest

Any member of the board of education who has a personal or financial interest in any matter concerning the board of education shall publicly disclose the true nature and extent of such interest and shall disqualify himself or herself from participation in such matter, if such interest is significant.

5. Enforcementa. Complaints

Any person who believes that a violation of this bylaw has occurred may file a written complaint, under oath, with the city clerk, who shall provide forms for such purpose. The city clerk shall give a written receipt therefor and forward such complaint to the Norwich Board of Education and a copy to the member who allegedly violated the code of ethics.

Code of Ethics (continued)5. Enforcement (continued)b. Action

The board of education shall conduct its own investigation of the complaint. The board of education, excluding the violator, shall act on the complaint by taking any action it deems appropriate and justifiable. The course of action so taken shall be by a majority vote of the board with a quorum consisting of seven members excluding the alleged violator.

c. Advisory Opinions

Any member of the board of education may obtain from the corporation counsel, upon written request, an advisory opinion as to the application of any provisions of this bylaw to a particular situation or as to an interpretation of any such provision. No such advisory opinion shall contain the names or the positions of the persons involved.

Bylaw adopted  
by the board: 12/18/84  
Policy Revised: 4/24/07

NORWICH PUBLIC SCHOOLS  
Norwich, Connecticut