

**Safe Routes to School National Partnership
Code of Conduct for the Steering Committee**

As a member (or alternate) of the Steering Committee, I subscribe to the Safe Routes to School National Partnership's Code of Conduct. Specifically, as a Steering Committee member I will:

- ✓ Consider myself a trustee of the Partnership, and do the best I can to ensure it is well-maintained, financially secure, and operating in the best interest of the mission of the Partnership;
- ✓ Respect and support the majority decisions of the Steering Committee;
- ✓ Approach all issues with an open mind, and be prepared to make the best decisions for the Partnership;
- ✓ Conduct myself in a respectful way, and extend that respect to all Steering Committee members, alternates, and staff of the Partnership;
- ✓ Accept our differences while celebrating our diversity;
- ✓ Be publicly supportive of the Safe Routes to School National Partnership in actions and words;
- ✓ Ensure that information from Safe Routes to School National Partnership Steering Committee meetings is used to further the achievement of the Partnership's goals and objectives;
- ✓ Keep confidential information confidential;
- ✓ Avoid any perceived conflict of interest by 1) disclosing any possible financial or other conflict of interest in a memo to the Chair and Director and prior to any vote being taken on the subject of the possible conflict of interest, disclosing it to the other members of the Steering Committee; 2) recusing myself from discussions and votes that pertain to a subject with respect to which I have a possible conflict of interest, and 3) upholding ethical standards in all my relations with the Safe Routes to School National Partnership;
- ✓ Always work to my best ability to support the mission of the Safe Routes to School National Partnership and to help make America more bicycle and pedestrian friendly for children traveling to and from schools.

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I have received and read the foregoing "Code of Conduct" and I agree to abide by it.

Date

Name of Organization

Steering Committee Member Signature

Alternate Signature

Code of Conduct: Accountability Procedures:

All Steering Committee Members and alternates shall be subject to this Code of Conduct, as adopted by the Steering Committee.

Any alleged violation of this Code of Conduct should be presented to the Chair of the Steering Committee in writing. The Chair would then initiate a discussion with the Member concerned in the violation, and the Chair of the Steering Committee, the Chair of the Governance Committee, and the Member concerned in the violation would discuss the alleged violation, giving the Member concerned a chance to stop the violation or steps to take to rectify the situation. If no satisfactory resolution is reached as a result of such discussion, the alleged violation would be brought to the Governance Committee where the concerned Member would have an opportunity to present their side. If the alleged violation deals with any member of the Governance Committee, they must recuse themselves from the discussion and vote. The Governance Committee could decide to dismiss the case, or they could recommend that the Member be dismissed from the Steering Committee. If a recommendation for dismissal from the Steering Committee were given, the concerned Member would have a final chance to present their side to the Steering Committee as a whole. According to the Partnership's Governance structure, a two-thirds vote of the disinterested members must take place in the Steering Committee for the concerned Member to be dismissed from the Steering Committee. Any member of the Steering Committee who is involved in the alleged violation must recuse themselves from the discussion and vote. The concerned Member must not be present on the call during the vote or during the discussion of what the outcome of that vote should be.