The Board shall maintain membership in the Tennessee School Boards Association,\(^1\) and through its membership in TSBA shall be an affiliate member of the Southern Region School Boards Association and the National School Boards Association.

Dues for membership in the Tennessee School Boards Association shall be included in each annual budget in accordance with state statute.

The Board may also maintain institutional membership in other educational organizations which the Board finds to be of benefit to members and school system personnel.

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Legal Reference:

1. TCA 49-2-2001
Tennessee School Boards Association

Monitoring:
Review: Annually,
in September

Code of Ethics

CODE OF ETHICS

_ _ LAKELAND SCHOOL SYSTEM

Section 1. Definitions.

(1) "School district" means Lakeland School System, which was duly created by a public or
private act of the General Assembly; and which includes all boards, committees, commissions,
authorities, corporations or other instrumentalities appointed or created by the school district or an
official of the school district.

(2) "Officials and employees" means and includes any official, whether elected or appointed, officer,
employee or servant, or any member of any board, agency, commission, authority or corporation
(whether compensated or not), or any officer, employee or servant thereof, of the school district.

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with
this Code of Ethics, a financial interest of the official or employee, or a financial interest of the
official's or employee's spouse or child living in the same household, in the matter to be voted upon,
regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters. An official or employee with the
responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before
the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable
person to infer that it affects the official's or employee's vote on the measure. In addition, the official or
employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters. An official or employee who must
exercise discretion relative to any matter other than casting a vote and who has a personal interest in the
matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion
shall disclose, before the exercise of the discretion when possible, the interest on the attached disclosure
form and file the disclosure form with the school district’s central office. In addition, the official or
employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in
the matter.

Section 4. Acceptance of gifts and other things of value. An official or employee, or an official's or
employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift,
money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a
reasonable person would understand was intended to influence the vote, official action or judgment of the
official or employee in executing decision-making authority affecting the school district.
It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials.

Section 5. Ethics Complaints. The school district may create a School District Ethics Committee (the "Ethics Committee") consisting of three members who will be appointed to one-year terms by the Chair-man of the Board of Education with confirmation by the board of education. At least two members of the committee shall be members of the board of education. The Ethics Committee shall convene as soon as practicable after its appointment and elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the director of schools, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be in writing and signed by the person making the complaint, and shall set forth in reasonable detail the facts upon which the complaint is based.

The School District Ethics Committee may investigate any credible complaint against an official or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the Committee's judgment, constitutes a violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall recuse himself or herself from all proceedings involving such complaint.

The Committee may:

1. refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
2. in the case of an official, refer the matter to the school board body for possible public censure if the board body finds such action warranted;
3. in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted;
4. in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution;

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

Legal Reference:

1. TCA 8-17-103
LAKELAND SCHOOL SYSTEM CODE OF ETHICS
CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: This form is for reporting personal interests required to be disclosed under Section 3 of the Code of Ethics of this school district. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

1. Date of disclosure: ________________________________________________________

2. Name of official or employee: _____________________________________________

3. Office and position: ______________________________________________________

4. Description of personal interest (describe below in detail):

________________________________

Signature of official or employee

________________________________

Witness Signature

________________________________

Printed name of witness
The Board shall employ an attorney to advise or represent the Board in legal matters which arise concerning the school system.\(^1\)

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Legal Reference:

1. TCA 49-2-203(b)(5)
The Board may occasionally engage the services of qualified professional consultants.

Before engaging any consultant, the Board will require submission of a written proposal which can be incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for the completion of tasks; and
5. The method to be used to report results to the Board and/or to deliver any "product" to the Board.

The director of schools will establish procedures necessary to develop an efficient working relationship between the consultant and the Board and/or staff members.

Cross References:

Bids and Quotations 2.806
Purchase Orders and Contracts 2.808
The rules contained in the current edition of Robert's Rules Of Order, Newly Revised, shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes applicable to the Board, or by policies of this Board including the following exceptions:

**VOTING METHOD**

When a formal vote is taken on any question brought before the Board, the decision shall be made on the basis of a majority of the membership of the Board.¹

Roll call votes will be used at the discretion of the chair or upon the request of any board member. Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's individual vote may be recorded in the minutes. No secret votes shall be used.²

**CHAIRMAN'S PARTICIPATION**

The person chairing a meeting may participate in discussion, make motions, and vote on all issues as any other member without relinquishing the chair.³

**SUSPENSION OF RULES**

Rules of order may be suspended by a majority vote of the membership at any regular or special meeting.

**CHALLENGES**

Procedural challenges to the rules of order must be made in a timely manner and not later than the next successive meeting.

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Legal Reference:

1. TCA 49-2-202(g)
2. TCA 8-44-104(b)