CONDUCT STANDARDS & POLICIES
FOR COUNTY-APPOINTED
BOARD MEMBERS

Revised and Adopted July 5, 2023
GENERAL INFORMATION
This policy is intended to provide board members (“members”) appointed by the Board of County Commissioners (“BOCC”) a summary of the County’s guidelines and expectations regarding board member responsibilities and conduct. The need may arise to revise, delete, or add to the provisions in this policy. The County reserves the right to make such changes with or without prior notice. No oral statements or representations can change the provisions of this policy.

Members have the right to end their relationship with the County, with or without advance notice, for any reason. The County has the same right.

The language used in this policy and any verbal statements are not intended to constitute a contract of any type, either express or implied. No member representing Converse County has the authority to enter into an agreement on behalf of the County except as authorized within the duly adopted bylaws of the associated board.

After reading this policy, if a board member has questions, he or she should speak with a member of the BOCC. Some questions may also be answered by the County Attorney or the County Clerk.

CONDUCT STANDARDS
The following conduct standards must be adhered to by all County-appointed members. The holding of office of board members is a public trust, and members are required to carry out their duties for the benefit of the people of Converse County.

1. COMPENSATION & REIMBURSEMENT: Members serve on a volunteer basis, without compensation or benefits.
   a. Members may be eligible for reimbursement of all reasonable and necessary expenses incurred while traveling on authorized board-approved business. Reimbursement requests must be approved by the board as a whole and include original itemized receipts for purchases. Approved requests must be submitted to the County Clerk’s Office for processing, and all requests are subject to approval of the BOCC.

2. PUBLIC MEETINGS ACT: Members must adhere to the Public Meetings Act. All meetings of County-appointed boards are public meetings and shall be conducted in accordance with W.S. 16-4-401 through 408.
   a. All County-appointed boards must record the official action of all meetings by taking minutes, which upon approval by the board, shall be provided to the County Clerk and the Technical Services Department. Hard copies or emails are acceptable.
   b. Board minutes must accurately reflect the actions of the board, including time of convening and adjourning; members present and absent; motions and seconds and by whom; pass or fail of actions; and discussion summaries.
   c. Executive Sessions must meet and follow the requirements of W.S. 16-4-405 and can only be held during a regular or Special meeting and cannot be held during work sessions or any other informal meeting of the board.
3. **PUBLIC RECORDS ACT:** Members must adhere to the Public Records Act. All records of Converse County-appointed boards are public records unless otherwise considered confidential by law in accordance with W.S. 16-4-201 through 208.
   
   a. County-appointed boards are responsible to fulfill all FOIA (Freedom of Information Act) requests as required by law and can charge reasonable fees for such records per the Act. Should the records requested not be records of or in the possession of the board, the request must be forwarded to the Official Public Records Custodian for Converse County.

4. **REQUIREMENTS OF PUBLIC OFFICERS:** Members must adhere to the requirements of W.S. 9-1-510(a) and shall complete required training through the Wyoming Department of Audit on the proper handling of the accounts of their office in accordance with minimum training requirements. Training shall be completed within one (1) year of assuming office. Upon completion of training, verification of such shall be immediately forwarded to the County Clerk for dissemination to the BOCC. Refusal and/or failure to comply with this section may result in removal from the Board.

5. **CONFLICTS OF INTEREST:** Members shall promote public confidence by avoiding conflicts of interest, impropriety, and the appearance of impropriety. Further:
   
   a. Members are expected to disclose any conflicts of interest to the other members of the board once the conflict is known.
   
   b. Members shall not engage in any activity or enterprise which conflicts with his or her duties as a representative of Converse County, or with the duties, functions, and responsibilities of the board in which he or she is appointed.
   
   c. Members shall not perform any official act which may have a direct economic impact on a business or other undertaking in which such member or the member’s immediate family has a direct or indirect financial interest. “Immediate family” includes a member’s parent/stepparent; child/stepchild or legal ward; spouse; domestic partner; grandparent/step grandparent; sibling/stepsibling; and in-law relations.

6. **CONFIDENTIAL INFORMATION:** Members shall use confidential information solely for the purpose of performing services as a board member representing the County and must perpetually exercise good judgment and care to avoid unauthorized or improper disclosures of confidential information.
   
   a. Upon separation from a County board, members are expected to return all documents, papers, and other materials, in his or her possession (regardless of medium) which may contain or be derived from confidential information.

7. **ATTENDANCE & PARTICIPATION:** Members shall attend and actively participate in regular and special meetings and events in accordance with the bylaws for their respective board. Further, members are expected to stay informed in all matters of the organization, including the board bylaws and any statutory requirements.

8. **COOPERATION:** Members are expected to cooperate and work in good faith with other board members, members of the public, and County employees.
   
   a. Members must provide updated contact information via email to the County Clerk and the Technical Services Department in a timely manner or any time changes in information occur.
b. Members have a reasonable expectation of access to all associated board information, including minutes, contracts, files, and accounts. The County also has an expectation of access to certain board information as it relates to the operation of County government, and such access shall not be unreasonably withheld by the board if requested by the County. Such County requests shall be made in writing.

9. **ACCOUNTABILITY:** Members are expected to take responsibility for decisions; to honor and adhere to the decisions of the board; and ensure the official decisions of the body are not undermined.

10. **NON-PARTISAN:** No member shall, in their capacity as a board member, take any public position regarding political candidates or political issues.

11. **NEPOTISM:** There shall be no more than one board member per immediate family. “Immediate family” includes a member’s parent/stepparent; child/stepchild or legal ward; spouse; domestic partner; grandparent/step grandparent; sibling/stepsibling; and in-law relations.

   a. If the board manages an employee(s), the employee shall not be an immediate family member of a member of the board.

12. **COPYRIGHT LAWS:** Members shall not copy or use any software, images, music, or other intellectual property (such as books or videos) while performing business for Converse County unless the member has the legal right to do so.

13. **INSURANCE:** Boards may be required to carry errors and omissions insurance coverage in the amount of at least one million dollars ($1,000,000) for board members. In addition, if the board has its own employees, an IRS tax identification number unique to the board and general liability insurance in the amount of at least $250,000 per occurrence and $500,000 aggregate will be required. A current certificate of insurance must be provided to the County Clerk.
ACKNOWLEDGEMENT

- I acknowledge that I have received the County’s Conduct Standards and Policies for County-Appointed Board Members and that I have read and understand what is expected of me as a board member.

- I understand that the County retains the right to change this policy document as it deems advisable.

- I understand that I have the right to terminate my appointment at any time, with or without cause, and that the County has the same right.

- I understand that the information I come into contact with during my time as an appointed board member is proprietary to the associated board as well as the County and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the County.

- I further understand that I am obligated to familiarize myself with the board’s bylaws, other policy documents, goals/mission/vision, and other information as a duly appointed member of the board.

________________________________________________________________________
Board member printed name                                             Date
________________________________________________________________________
Board member signature                                                  Name of board