



## **NEAFCS Committee Member Decorum and Conduct**

*Approved January 2026*

Committee members are expected to uphold the integrity, professionalism, and reputation of NEAFCS in all committee roles and related activities. Members should engage respectfully, constructively, and with integrity in all meetings, communications, and NEAFCS-related interactions.

### **Standards of Conduct:**

1. **Professionalism**  
Members will conduct all meetings, communications, and activities with respect, courtesy, and integrity.
2. **Collaboration**  
Members will engage constructively, listen actively, and support group decisions once made, even when personal views differ.
3. **Confidentiality**  
Members should keep discussions, materials, and decisions deemed confidential by the committee or board private and do not share externally.
4. **Attendance and Participation**  
Members are expected to attend scheduled meetings, review materials in advance, and contribute meaningfully to discussions and assignments. If unable to attend, advise the committee chair in advance.
5. **Conflict of Interest**  
Members must disclose any potential or perceived conflicts of interest and recuse themselves from discussions or votes when appropriate.
6. **Communication Etiquette**  
All communications including verbal, written, or electronic should reflect respect, professionalism, and the mission of the organization.
7. **Accountability**  
Failure to adhere to these expectations may result in review by the committee chair, Executive Director, and/or NEAFCS Board, and could lead to removal from the committee if deemed necessary.

If any individual believes that the Code of Conduct is not being upheld or observes inappropriate behavior, they are encouraged to report the concern promptly to the Executive Director. The Executive Director and Association President will investigate and take appropriate action to address the unsuitable behavior.