

2-2017 Code of Conduct

Issued: August 17, 2017

Revised: April 17, 2019; September 21, 2023; _____, 2025

I. BACKGROUND

The Executive Committee is vested with the power to act on behalf of the Interstate Commission during periods when the Commission is not in session. This policy applies to signatory states to the Interstate Compact on Educational Opportunity for Military Children and Commissioners or designees officially appointed to represent those states at the Annual Business Meeting (ABM), and staff.

II. INTRODUCTION

The Interstate Commission on Educational Opportunity for Military Children ("MIC3") is comprised of one Commissioner from each of the 50-states and Washington, D.C. Created by the enactment of the Compact by the member states, the Commission affords great deference to its member states in selecting Commissioners to represent them. The Commission's Policy on the Code of Conduct was implemented to ensure transparency, accountability, and integrity among all members of the Commission.

III. COMMISSIONER CODE OF CONDUCT

This Code of Conduct has been adopted to foster harmonious relations among Commissioners, and to engender the respect and confidence of members and the entire MIC3 community.

- A. Commissioners, staff, and ex-officio members should perform their duties honestly, in good faith, and with a reasonable amount of diligence and care.
- B. Commissioners, staff, and ex-officio members should act in the overall best interests of the organization, its member states, and the general MIC3 community.
- C. Commissioners, staff, and ex-officio members should conduct themselves at all times in a manner that does credit to the organization and the state they represent.

D. No Commissioner, staff, and ex-officio members shall engage in criminal or disgraceful conduct prejudicial to the Commission, any other Commissioner or any other state.

E. Commissioners shall:

- 1. Abide by all other rules, policies and regulations of the Commission.
- 2. Maintain reasonable competence to carry out duties of the Commissioner.
- 3. Except when specifically required by a rule of the Commission or by law, refrain from sharing, copying, reproducing, transmitting, divulging or otherwise disclosing confidential information related to the affairs of the Commission.
- 4. Uphold confidentiality of Closed session meetings.
- 5. Perform assigned duties in a timely manner including due diligence in ascertaining expectations of other Commissioners or Committees for timeliness of responsiveness or work product.
- 6. Upon termination of service, promptly return to the Commission all documents, electronic and hard files, reference materials, and other property entrusted to the Commissioner to fulfill their Commission responsibilities. Such a return will not abrogate the Commissioner from their continuing obligations of confidentiality, to the extent permitted by law, concerning information acquired as a consequence of their tenure on the Commission.

F. Commissioners shall not:

- 1. Engage in communication that is or may be libelous or defamatory, threatening, injurious, abusive, aggressive, or violent, or which constitutes harassment in any form or is otherwise harmful to the reputation of the organization.
- 2. Deceive, defraud, or mislead other Commissioners, staff, ex-officio members, or those with whom

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MIC3 has business or other relationships

3. Misrepresent MIC3 in any negotiations, dealings, contracts, or agreements

4. Engage in unethical practices of any type

5. Use MIC3 property, financial resources, or services of MIC3 personnel for personal benefit
Violate any applicable laws or ordinances

6. Make any complaint with knowledge that the allegations are false.

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IV. MIC3 MEMBER CONTACT INFORMATION AND APPROPRIATE EMAIL USE POLICY

Electronic mail or "e-mail" is considered an official method for communication by the MIC3 because it delivers information in a convenient, timely, cost-effective, and environmentally conscious manner.

A. Purpose

This policy ensures commissioners, staff and ex-officio members have access to this important form of communication and can be reached as needed. Specifically, the purpose of this policy is to:

1. Establish policy on privacy and confidentiality in electronic communications;
2. Ensure MIC3 electronic communications resources are used for purposes appropriate to the MIC3 mission;
3. Use of Commissioner and Ex-officio representative email addresses shall be used for Commission or Compact-related purposes only;
4. Prevent misuse of MIC3 electronic communications resources, services, and activities.

B. Contacts

Questions or comments about this policy should be directed to the Executive Committee and/or Executive Director.

C. Definitions

1. **Forwarded email** - E-mail sent to an address that is automatically sent via computer code to another e-mail account.
2. **Official e-mail** - An e-mail account, utilized by commissioners, staff, ex-officio members, and immediate stakeholders from state councils and/or military such as military school liaisons or U.S. Department of Defense representatives.
3. **Emergency or necessity** - Circumstances under which notification will reduce the risk of personal harm, property damage, or severe negative impact on MIC3 operations.
4. **Large routine, periodic, targeted mailings** - Electronic mailings sent to all or most of a broad constituency such as commissioners, staff and ex-officio members. Examples of such electronic mailings would be those containing news and announcements collected and sent on a regular basis by the commission.
5. **Commercial mailings** - Information or promotion of the products or services by an ex-officio member or an entity not directly affiliated with MIC3.
6. **MIC3 community** - Commissioners, staff, ex-officio members, and immediate stakeholders from state councils and/or military such as military school liaisons or U.S. Department of Defense representatives.
7. **Hacking** - Gaining or attempting to gain the unauthorized access to any computers, computer networks, databases, data or electronically stored information.

D. E-Mail Provisions That Apply to the Entire MIC3 Community Responsibilities

1. MIC3 commissioners, staff, ex-officio members, and immediate stakeholders shall be aware that their conduct or information they publish could reflect on the reputation of their state, agency, organization, and MIC3. Therefore, professionalism in all communications is of the utmost importance.
2. MIC3 commissioners, ex-officio members, and immediate stakeholders from state councils and/or military such as military school liaisons or U.S. Department of Defense representatives have an obligation to conform to their state, agency, organization's access to the Internet and e-mail in a responsible and informed way, conforming to their network etiquette, customs, courtesies, and any or all applicable laws or regulation.
3. As with other forms of publications, copyright restrictions/regulations shall be observed.
4. MIC3 commissioners, staff, ex-officio members, and immediate stakeholders shall represent themselves and their state, agency, organization, and MIC3 accurately and honestly through electronic information or service content.

5. E-mail should be used for “appropriate business use” only.

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E. Unacceptable Uses

Since e-mail provides for peer-to-peer communications between member states, it also has great potential for misuse.

Use of e-mail for inappropriate conduct or any gross misconduct may result in referral to the Executive Committee, Executive Director, and/or notification to the appointment authority. Examples of inappropriate conduct include, but are not limited to:

1. Using e-mail for financial gain or outside business activities in a commercial connotation such as buying or selling goods or services.
2. Using e-mail for transmitting statements, language, images or other materials that are reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
3. Using abusive or objectionable language in either public or private messages.
4. Using e-mail for disseminating, soliciting or storing sexually oriented messages or images.
5. Using e-mail for sending or forwarding chain letters.
6. Distributing or forwarding unsolicited commercial e-mail.
7. Using e-mail for soliciting money for religious or political causes, or advocating religious, or political opinions.
8. Using e-mail for any illegal purposes, including initiating or receiving communications that violate any federal or state laws and regulations. This includes malicious use, spreading of viruses, and hacking.
9. Misrepresenting, obscuring, suppressing, or replacing a user’s identity in e-mail. This includes the use of false or misleading subject headers and presentation of information in the distribution of e-mail.
10. Using e-mail to distribute personal information to include any information that constitutes an unwarranted invasion of personal privacy as defined in state and federal laws.
11. Using e-mail for copying, disseminating or printing copyrighted materials (including articles, images, games, or other software) in violation of copyright laws.
12. Distribution of MIC3 name, logo, name of a MIC3 meeting program, product, or service, in communications with organizations in a manner that implies the commission participates in, or approves of, the communication, or implies MIC3 endorsement or sponsorship of the content of the communications, without prior MIC3 approval in writing.

Note: MIC3 maintains sole ownership of all work products and materials provided to the Commission. The work and all data, reports, research, content, programs, information, speeches and presentations (together with all handouts, outlines and ancillary materials), articles, papers, documents, products, recordings, materials (including, but not limited to, written or electronically stored materials or ideas), and other original works of authorship fixed in a tangible medium of expression shall be the sole and exclusive property of MIC3.

F. State and Ex-officio Member Contact Information Do’s and Don’ts

1. **Do:**
 - a. Utilize contact information for commission business only.
 - b. Contact a member for insight, ideas, general feedback, and discussion on how to handle a particular issue or case.
2. **Don’t:**
 - a. Make unsolicited contact with other members to describe or promote your business or services, or to make a sale.
 - b. Use member or ex-officio contact information to promote your clients.
 - c. Use member or ex-officio contact information to generate bulk communications, direct mail, or e-blast lists.
 - d. Share member or ex-officio contact information with third parties.

V. CONCERN OVER CODE OF CONDUCT

Concerns over violations of this Code of Conduct should be brought to the attention of the Chair of the Commission for consideration by the Executive Committee. The individual who is alleged to have engaged in actions that are potentially in violation of this policy will be given notice in writing of the nature of the reported concern. The Executive Committee will determine if any of the provisions of the Commission’s policy on Code of Conduct have been violated and decide the appropriate action, if any, including but not limited to that provided in Section VII.

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if applicable.

VI. CODE OF CONDUCT FORM

All Commissioners, staff, and ex-officio members are required to complete a Code of Conduct Form which must be submitted to the Executive Director by ~~January 31st~~ June 30th of each year, regardless of whether there have been any changes in status from the previous year. If a Commissioner or ex-officio member is appointed after ~~January 31st~~ June 30th, a completed form must be submitted within six weeks following the appointment.

VII.NOTIFICATION TO STATE APPOINTING AUTHORITY

The Commission may notify the appropriate appointing authority in the home state of the Commissioner regarding any concerns it may have with respect to the conduct of said Commissioner or violation of this Policy. Removal of a Commissioner from their position as a representative of a member state shall be at the sole discretion of the appointing authority of that state.

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2-2019 Conflict of Interest

Issued: April 17, 2019

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I. AUTHORITY

The Executive Committee is vested with the power to act on behalf of the Interstate Commission during periods when the Commission is not in session. The Executive Committee oversees the day-to-day activities managed by the Executive Director.

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II. APPLICABILITY

This policy applies to signatory states to the Interstate Compact on Educational Opportunity for Military Children and Commissioners or designees appointed to represent those states to the Commission.

III. INTRODUCTION

The Interstate Commission on Educational Opportunity for Military Children ("MIC3") is comprised of one Commissioner from each of the 50 states and Washington, D.C. As a joint government entity created by the enactment of the Compact by the member states, the Commission affords great deference to its member states in selecting Commissioners to represent them. The diverse personal, educational, and professional backgrounds of Commissioners are one of the Commission's greatest assets. However, this diversity means that some Commissioners may have personal pecuniary interests which are affected by the outcomes of management and other decisions which must be made concerning the administration of the Compact Commission at times. The Commission's Policy on Conflict of Interest was implemented to ensure transparency, accountability, and integrity in the Commission's decision-making process.

IV. COMMISSIONER CONFLICT OF INTEREST

The Commissioner Conflict of Interest adopted as a policy of the Commission provides as follows:

Conflict of Interest. Commissioners and their designees appointed by the states are responsible for upholding the integrity of the Commission and its member states.

No Commissioner or designee shall vote or participate in debate upon a matter in which the Commissioner or designee has a direct or indirect financial or other personal interest resulting in a personal benefit that conflicts with the fair and impartial conduct of official duties.

The Executive Committee shall have the sole authority to consider allegations of breaches of this code, including appeals from Commissioners or designees alleged to be in violation herewith. In the case of a breach, the Executive Committee may direct the Chair to notify the appropriate appointing authority in the Commissioner's or designee's home state.

Definition

A **Conflict of Interest** is a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary personal interest economic or otherwise.

V. CONFLICT OF INTEREST FORM (DISCLOSURE FORM)

- A. All Commissioners and designees are required to complete a Conflict of Interest Form (Disclosure Form). The form requires recusal from participating in debate or voting on a matter in which there are personal interests, financial or otherwise, that may impact the ability of a Commissioner or designee to conduct business in a "fair and impartial" manner.
- B. Completed Commission Disclosure Forms must be submitted to the Executive Director by ~~January 31st~~ **June 30** of each year, regardless of whether there have been any changes in status from the previous year. If a Commissioner or designee is appointed after ~~January 31st~~ **June 30th**, a completed Disclosure Form must be submitted prior to participation in a Commission meeting. For the first year of implementation of this Policy, all Commissioners and designees must complete a disclosure form prior to the 2018 Annual Business Meeting.
- C. Completed Disclosure Forms will be made available to the public upon request.

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D. Disclosure Forms must be updated annually by Commissioners and their designees. If a Commissioner or designee does not have any changes to their Disclosure Form, the previous year's form can be resubmitted.

VI. COMMISSIONER AND DESIGNEE RECUSAL

Prior to discussing an issue in which a Commissioner or designee believes a conflict of interest may exist, the Commissioner or designee must advise the Chair at, or prior to the meeting that they are recusing themselves from participating in the caucus and voting. Once recused, the Commissioner or designee will not be able to participate in the debate or the vote concerning the matter that led to the recusal.

VII. CONCERNS OVER CONFLICT OF INTEREST

Concerns over conflicts of interest should be brought to the attention of the Chair of the Commission for consideration by the Executive Committee. The individual who is alleged to have engaged in actions that are potentially in violation of this policy will be given notice in writing of the nature of the reported concern. The Executive Committee will determine if any of the provisions of the Commission's policy on Conflicts of Interest have been violated and decide the appropriate action, if any, including that provided in Section VIII.

VIII. NOTIFICATION OF HOME STATE APPOINTING AUTHORITY

If any of the following conditions are met, the Commission may notify the appropriate appointing authority in the home state of the Commissioner or designee regarding its concern about the ability of the Commissioner or designee to perform their duties in a fair and impartial manner or if it becomes aware of any of the following information:

- A. The Commissioner or designee has a substantial financial or other personal conflict of interest in the outcome of the matter, such as the awarding of a contract for services or employment, and refuses to recuse from debate or voting on such matter;

Removal of a Commissioner from their position as a representative of a member state shall be within the sole discretion of the appointing authority of that state,

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