# UNL Staff Senate Code of Ethics and Conduct

The purpose of this Code is to establish the expected behavior applicable to the members of UNL’s Staff Senate as well as to members of committees established by the Senate.

1. At all times, conduct oneself in an ethical and professional manner and make decisions in the best interests of the staff members of the University, and uphold the honor and dignity of your elected position as a member of the Staff Senate in all personal conduct and relations with students, faculty, staff, administration, and any outside constituencies.
2. Become and stay informed as to the guidelines, policies, and affairs of the University, and prepare for each meeting by devoting time, thought, and study to the items to be addressed at the meeting. Your response may determine the success or failure of an important item on the agenda.
3. Read and follow the Bylaws of the Staff Senate – be aware of the trust we have from our colleagues.
4. Exercise a high level of integrity and decorum when discussing items from our agenda with colleagues.
5. Never dispense privileged information to anyone not applicable to the Senate, and never accept favors or benefits under circumstances that may be construed by reasonable persons as a form of influence.
6. Make no private promises to colleagues, faculty members, or administrators on behalf of the Staff Senate. You can promise not to give the name of an individual whose concern is brought before the Staff Senate, but you cannot promise them the vote of the senate one way or the other.
7. Expose breaches of integrity and confidence wherever and whenever discovered.

Immediately bring any issues to the attention of the Executive Committee of the Staff Senate.

1. Work with fellow members in a spirit of harmony and cooperation despite any differences of opinion that may arise.
2. Act carefully and deliberately, trying to foresee the probable consequences of each proposed course of action taken by the Senate.
3. Senators shall avoid engaging in conflicts of interest whereby personal, financial, or other considerations have the potential to influence or compromise their judgment and objectivity, or those where the appearance of such considerations can affect the integrity of any decisions.
4. All UNL Staff Senators will adhere to the NU System’s  [Rules of Engagement for the State Relations in 2023 Legislative Session](https://uofnelincoln.sharepoint.com/:b:/s/UNL-StaffSenate/EdubRjZebK5Mugk1-J63azkBnvFR-ffKdcOH57GPt39TSA?e=giGHFc&xsdata=MDV8MDF8fDRkMzFmYzFhOGI2NDQ1OWQ1MDMyMDhkYjRkNzU3MDIyfGZkZGIwMWFkNDk4MzQzNmVhYjM1MWFmMDQzYjgxOGM5fDB8MHw2MzgxODg5Mzg5OTA4NjY0ODJ8VW5rbm93bnxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVFk0TXpJNU56QTVPRFEzTVRzeE5qZ3pNamszTURrNE5EY3hPekU1T2pKalpESTFOakUyTmpJelpqUTJOelZoWm1FNU5qSTFPRFk1T0RRMU56UmlRSFJvY21WaFpDNTBZV04yTWc9PXw1OWFjODQ2ODY1ZWY0MDFmNTAzMjA4ZGI0ZDc1NzAyMnw5MzhmNTM3YjliMDg0NzY5YTI5NjdlMDVkZWMwYzhhYQ%3D%3D&sdata=SVRJaFJJVzFuQTJnT3JhMW9sTGNCdC9xZEd1VnZ4VkkrZkcxb2lPbGcwMD0%3D&isSPOFile=1) and [The University of Nebraska System Executive Memorandum No. 2](https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/executive-memorandum/the-university-of-nebraska-administrative-structure.pdf) for the 2023 Legislative Session and until the NU System provides an updated set of Rules of Engagement regarding any state relations or interactions by Staff Senate members.

# Standards of Conduct

1. Do not use your position to try to influence anyone or to gain special favors.
2. Do not give preferential treatment or provide inside information to any member of the staff,

Faculty or administrators.

1. Do not make a commitment or decision on behalf of the Staff Senate without consulting the Executive Committee or having first received the full support of the Staff Senate.
2. No member of the Staff Senate, in the presence of staff, colleagues, or administrators, shall criticize any other member of the Staff Senate for actions carried out in the execution of their senatorial duties.
3. No member of the Staff Senate shall miss a regular Staff Senate meeting without first notifying one of the members of the Executive Committee.
4. No senator shall reveal or discuss how other senators voted on Senate business.
5. Solicit information only from your own constituents unless you are asked or assigned by a committee to do otherwise. Be aware this is not intended to discourage the normal, informal conversations between the Staff of different organizational units rather it is to ensure senators focus on their own areas and those they serve as much as possible.
6. Personality conflicts will not be allowed to manifest during a scheduled or non-scheduled Staff Senate meeting or our attendance at other meetings. Personality conflicts MUST be left at the door during meetings, especially when speakers or guests are present.
7. Nothing discussed at our meetings should be construed as a personal attack, even though this can be very difficult. Emotions can be misinterpreted as a personal attack when actually they are not. The Senate President will address such comments when necessary and ask that they cease when deemed out-of-order.
8. If a senator has a potential conflict of interest regarding any matter addressed by the Senate, they shall immediately inform the Executive Committee who shall determine if a conflict of interest exists and any limitations on the senator’s ability to discuss and/or vote on the issue.