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## COUNCIL FOR EXCEPTIONAL CHILDREN INFORMATION REGARDING BOARD SERVICE

**Ethics and Code of Conduct:** It is expected that the guidelines and practices related to Fiduciary Responsibilities, Conflict of Interest, Confidentiality, and Professional Judgment and Conduct set forth in CEC's Ethics and Code of Conduct document ("Code") will be followed by all members of the Board of Directors. This Code reflects the values to which CEC is committed on behalf of its members, customers and the profession. The intent of this Code is that each member of the Board will serve with integrity and conduct CEC's business with the best interests of CEC and its members in mind. Signed disclosure statements are required annually.

**Board of Directors Handbook:** Each new Board member receives a *Handbook* during an orientation held immediately prior to the first meeting of their first term. The *Handbook* is intended to serve as a resource throughout the member's term and provides information relative to the administrative, general legislative and policy-making activities of the Board.

**Meetings:** Members of CEC's Board of Directors are expected to attend and participate in meetings of the Board. The Board has three regular meetings per year. One of the three meetings is held at the Council's annual convention; the other two are held on weekends at the Headquarters office, typically in January and October. In addition, there is a six-hour meeting held via conference call over two evenings during the summer (3 hours per night), as well as four one and one half hour information conference calls between Board meetings.

In order to attend the Spring Board meeting, the Convention registration fee is covered by CEC. Board members are expected to attend the Board meeting held on the first and second day of the Convention, as well as the Representative Assembly (RA) meeting held on the third and fourth day of the Convention (Directors are members of the RA).

In the event there is need to transact Board business for which a meeting is not feasible, the President may call for a ballot procedure using a variety of communication modes, the same to be confirmed at the next official Board meeting and incorporated in the minutes. Information for Board meetings is posted online to a secure site. Members are expected to access the information in order to be well prepared for and actively participate in meetings.

**Expenses:** Reimbursable expenses incurred in conjunction with travel to/from Board meetings include transportation, parking/tolls, lodging, mileage, meals (per diem), and other related expenses. All expenses exceeding \$25 must have an original receipt submitted with the CEC Expense Statement. Teachers serving on the Board are reimbursed for substitute teachers if needed to attend official meetings of the Board. As noted above, the registration fee for the annual convention is paid for by CEC.

**Further Information:** For further information regarding composition, eligibility criteria for elected office, selection of members of the Board of Directors, terms of office and succession, powers and duties, meetings and validity of action, please review CEC's Constitution and Bylaws at [cec.sped.org](http://cec.sped.org).