

# CODE OF ETHICS FOR PARLIAMENTARIANS

Jointly adopted in the year 2001 by

THE AMERICAN INSTITUTE OF PARLIAMENTARIANS

and

THE NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

The American Institute of Parliamentarians and the National Association of Parliamentarians® join together in approving and supporting this Joint Code of Ethics on behalf of the entire parliamentary profession. Members of both organizations recognize the supreme importance of respect for equal justice, the pursuit of truth, and the nurture of democratic principles. We regard as essential to these goals the protection of freedom of speech and the guarantee of equal opportunity through the use of parliamentary law. As guardians of parliamentary procedure, we play a vital role in the preservation of a democratic society. A consequent obligation is to maintain the highest standards of ethical conduct. Therefore, we must find within our own conscience the touchstone against which to test the extent to which our actions should rise above these established minimum standards.

## 1. Universal Standards for Parliamentarians\*

### **A parliamentarian shall:**

- 1.1 Assist in upgrading and improving the profession.
- 1.2 Assist in maintaining the integrity and competence of the profession.
- 1.3 Maintain high professional standards and keep abreast of the latest research in the field.
- 1.4 Promote a spirit of cooperation, ethical practice, and fair dealing with colleagues.
- 1.5 Conduct oneself so as to reflect credit on the profession and inspire the confidence, respect, and trust of clients and the public.
- 1.6 Encourage non-discriminatory standards in all aspects of parliamentary practice.

## 2. Ethical Standards Within the Profession

### **A parliamentarian shall:**

- 2.1 Refrain from misrepresentation or other conduct that may reflect adversely on the profession.
- 2.2 Avoid attacking the motives of any colleague, and shall refrain from gratuitously making adverse comments about the work, knowledge, fitness, or other qualifying aspect of a colleague.
- 2.3 Immediately report to the ethics committee any known or suspected violation of this code of ethics. When requested, the parliamentarian shall provide testimony to the ethics committee, and shall assist the committee in the fulfillment of its charge.

### 3. Ethical Standards Related to Obtaining Appointments

#### **A parliamentarian shall:**

- 3.1 Not misrepresent credentials, education, or experience to a client.
- 3.2 Refrain from making gratuitously adverse comments about competing applicants.
- 3.3 Refrain from giving anything of value to anyone for recommending the parliamentarians' services, except for the reasonable cost of advertising and the usual charges of a referral service.
- 3.4 Avoid unsolicited bidding for a position known to be filled.
- 3.5 Decline any appointment that the parliamentarian is not competent to handle.
- 3.6 Decline any appointment in which the parliamentarian is likely to be unduly restricted in the exercise of independent professional judgment.

### 4. Ethical Standards in Relation to Clients

#### **A parliamentarian shall:**

- 4.1 Adhere to the terms of any contract or written agreement between the parliamentarian and the client.
- 4.2 Prepare adequately for each job and fulfill all commitments.
- 4.3 Advise the client on the proper application of the accepted rules of parliamentary procedure notwithstanding the client's personal desires in the matter.
- 4.4 Not accept gratuities or favors that might appear to warp professional opinions nor shall parliamentarians offer any favor, service, or thing of value to obtain special advantage.
- 4.5 Keep in confidence any information obtained in the course of professional service.
- 4.6 Maintain a position of objectivity and impartiality and refrain from participating in debate.
- 4.7 Call to the attention of the presiding officer any deviation from the rules that may be harmful to the organization.
- 4.8 Not withdraw from employment without first taking reasonable steps to avoid foreseeable detriment to the client

\*Section 1 articulates the "ideals" toward which all parliamentarians aspire. They are not intended to be subject to discipline.

Adopted by AIP July 24, 2001

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