

# **LCAA MODEL CODE OF CONDUCT**

## **Introduction**

The Louisiana Court Administrators Association (LCAA) recognizes the importance of ethical conduct by its members in the administration of justice. LCAA members hold positions of public trust and are committed to the highest standards of conduct to preserve the integrity and independence of the judiciary. The LCAA Code embodies our dedication to upholding and increasing the public's confidence in the judicial branch of government, and also reflects our commitment to promoting integrity within our association and profession. LCAA members shall adhere to the following Code of Conduct.

## **Article I. Abuse of Position and Conflict of Interest**

A. Members shall not use or attempt to use their official positions to secure unwarranted privileges or exemptions for that member or any other person.

B. Members shall not solicit, accept, agree to accept, or dispense any gift, favor, or loan either for oneself or on behalf of another based upon any understanding, either explicit or implicit, that would influence actions of the member.

C. Members shall avoid both impropriety and the appearance of impropriety. A member shall avoid improper influences from business, family, position, party, or person. A member shall avoid activities that would impugn the dignity of the court.

D. Members shall not request or accept any compensation or fee beyond that received from their employer for work done in the course of their public employment. However, members may engage in outside employment as long as it does not conflict with the performance of their official responsibilities or violate this code.

E. Members shall use the resources, property, and funds under their administrative control judiciously and solely in accordance with prescribed legal procedures.

F. Members shall avoid conflicts of interest, or the appearance of conflicts, in the performance of their official duties.

## **Article II. Confidentiality**

- A. Members shall not disclose to any unauthorized person confidential information.
- B. Members shall not give legal advice unless specifically required to do so as part of their official position.

## **Article III. Political Activity**

- A. As allowed by their courts, members are free to participate in political campaigns/organizations during non-working hours if such activity does not use, or appear to use, the members' official position or court in connection with such activities.
- B. Members who obtain their official positions by means of election are exempted from the provisions above to the extent that the member is known as the incumbent while seeking re-election and may cite appropriate judicial branch experience while campaigning.

## **Article IV. Performance of Duties**

- A. Members should carry out their responsibilities to the public and other LCAA members in a timely, impartial, diligent, and courteous manner.
- B. Members shall not discriminate on the basis of, nor manifest by works or conduct, a bias or prejudice based upon race, skin color, religion, disability, age, national origin, gender, sexual orientation, or other groups protected by law, in the conduct of service to the court and public.
- C. Members shall promote and encourage ethical conduct and shall discourage any improper conduct by members.
- D. Members shall support and support and protect the independence of the judicial branch of government. Members shall also protect the public's interest and justice for all persons.
- E. Members shall uphold the Constitution, laws, and legal regulations of the United States.

F. Members shall promote the growth and development of professional court management by improving their work skills and supporting research and development in the field.

G. Members shall respect each other and their opinions.

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