

Policy Academy Code of Ethics

1. PA members are to share key points identified in meetings with staff in the field prior to meeting minutes being sent out.
2. Policy Analyst will take meeting minutes and distribute minutes for team approval. Team members will provide feedback to analyst within 3 days. Minutes will be resubmitted to the academy for review after changes have been made. If no response to minutes approval will be assumed. If not changes to minutes academy will be notified. Final copy of minutes will be posted on the Web.
3. Facilitation of meetings will rotate among WDA's in numerical order. The facilitator is responsible for coordinating with policy analysts handouts needed for the meeting.
4. Minutes are to include five points:
 - ✓ Management Report
 - ✓ Discussions
 - ✓ Decisions/ Recommendations
 - ✓ Guidance to management
 - ✓ Key points for reporting to field staff
5. Express disagreements openly and honestly.
6. Treat each other respectfully by focusing on issue or policy without identifying WDA where possible.
7. Active participation by all members.
8. New members will be selected according to recruitment process.
9. Meetings will occur on the second Tuesday of each month. If not able to attend, try to get a sub from your WDA. IF unable to get a sub, then follow up with an attending member to provide you with an overview of what was covered at meeting. Notify Tamara if not attending.
10. Decisions will be based on consensus. Guiding principle- can you live with the decision even though may not totally agree.
11. Don't bring up a problem unless you are willing to participate in a solution.
12. Reach resolution or agreement to revisit a given topic before moving on to another.
13. Revisit issues that have been resolved only when a majority of members determines it necessary.
14. Can share differences of personal opinions but identify as personal opinions. Within policy academy and when sharing with WDA's.
15. Policy Academy members need to take a leadership role in implementing policy and decisions made.