



CODE OF ETHICS

TEXAS COURT CLERK ASSOCIATION

Preamble

Service to the judicial branch is a public trust. The foundation of our society rests, in part, on the ability of the citizens to wisely judge the value of our courts and to acknowledge the integrity of the judiciary. Court professionals, who are faithful to these values, must be accountable to that trust. This code is therefore a personal and professional pledge to that trust and to those values.

Scope

This code applies to all members of the Texas Court Clerk Association (further referred to as TCCA). The code is intended to complement separate governmental, employment and /or professional codes that bind court system professionals.

Canon 1: Fairness, Respect and Avoidance of Impropriety and Privilege

Canon 1.1 Avoiding Impropriety

A TCCA member shall avoid both impropriety and the appearance of impropriety. A TCCA member shall avoid improper influences from business, family, position, party, or person in their position as a member of TCCA. A TCCA member shall avoid activities that would impugn the dignity of the association.

Canon 1.2 - Fairness

A TCCA member, shall conduct him or herself without bias or prejudice including, but not limited to, bias or prejudice based upon race, gender, skin color, religion, age, sexual orientation, national origin, language, marital status, socioeconomic status, or physical or mental challenge.

Canon 1.3 - Respect of Others

A TCCA member shall treat fellow members and all others interacting with them as a member of TCCA, with dignity, respect and courtesy.

Canon 1.5- Avoiding Privilege

A TCCA member shall use his or her position as a member solely for its intended purpose. A TCCA member shall not use his or her position (intentionally or unintentionally), to secure unwarranted privileges or exemptions for oneself or others; a TCCA member shall not dispense special favors to anyone, whether or not he or she was offered remuneration.

CANON 2 Confidentiality, Actions of Others, Outside Activities

Canon 2.1 - Misconduct of Others

A TCCA member should expect fellow members to abide by the canons set out in this code. A member shall report to the appropriate authority the behavior of any member who violates this code including, but not limited to, potential conflicts of interest involving one's duties and attempts to inappropriately influence one in performing one's duties.

Canon 2.2- Involvement in Actions before a Court

A TCCA member shall notify the TCCA Ethic Committee chair person whenever he or she, has been arrested, named as a party, or is otherwise formally involved in any action pending in any court.

Canon 2.3 - Confidentiality

A TCCA member shall maintain the legally required confidentialities of the Association, not disclosing confidential information to any unauthorized person, for any purpose. A TCCA member shall properly and timely provide confidential information that is available to specific individuals authorized to receive such by reason of statute, court rule or administrative

Canon 2.4 – Refraining from Inappropriate Political Activity

A TCCA member has a right to vote and is encouraged to exercise it as a part of citizenship. Engaging in any political activity is done strictly as a private citizen and only in accordance with state law. A member should not use their position to attempt to influence the political views of a fellow member.