



## U.S. ARMY CAISSON PLATOON ASSOCIATION OF MILITARY HORSEMEN



REPLY TO  
ATTENTION OF

USACPAOMH-SECRETARY

5 February 2022

MEMORANDUM FOR ALL MEMBERS OF THE U.S. ARMY CAISSON PLATOON  
ASSOCIATION OF MILITARY HORSEMEN (USACPAOMH)

SUBJECT: Policy Letter #7, Code of Conduct (Board of Directors)

1. The work of the Board of Directors is a team effort in which all members are responsible for monitoring the Association's progress while pursuing the goals and objectives outlined in our mission statement. All members of the Board of Directors have an equal vote. No Board member has more power or authority than any other when it comes to matters before the Board and likewise, all should be treated with equal respect. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the Board.

2. To assist in the governance of the behavior between and among members of the Board of Directors and Association's staff, all Board members should:

- Keep the Association's core purpose in mind when performing all duties as a Board member and representative of the Association/Caisson Platoon family.
- Fully participate in Board of Director's meetings while demonstrating respect, kindness, consideration, and courtesy to others. Responsiveness and attentive listening are also key components of the communication process and shows a sign of respect to fellow Board members.
- Prepare in advance of Board meetings and be familiar with issues on the agenda.
- Be respectful of other people's time. Stay focused and act efficiently during meetings.
- Serve as a model of leadership and civility for the rest of the Association.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities to increase team effectiveness and review Board procedures, such as this Code of Conduct.

3. Board members will practice civility and respect in discussions and debate. The dignity, style, values, and opinions of each Board member shall be respected. Difficult questions often result in tough challenges to a particular viewpoint or idea. While disagreement, opposition and criticism are legitimate elements of debate it is never acceptable for Board members to make belligerent or disparaging comments directed toward another member. Always avoid personal comments that could offend other Board Members.

4. Board members will honor the role of the Chair in maintaining order. It is the responsibility of the Chair to keep the comments of Board members on track during meetings. Board members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions but once the Board of Directors acts, Board members should commit to supporting said action and not to create barriers to its implementation.



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5. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the Association's day to day operations should be left to the Executive Committee, appointed officers and staff members of the Association to execute. The Board of Directors will treat all appointed officers and Association staff as professionals with clear, honest communication that respects the abilities, experience, and dignity of everyone is expected. Poor behavior towards staff is not acceptable.
6. Members of the Board will refrain from publicly criticizing the Association or any individual members of the Association. All concerns regarding the Association or a member should be made to the Association President through private correspondence or conversation or brought up during a Board meeting.
7. The needs of the Association and its mission should be the priority of the members of Board of Directors. When a Board member believes they may have a conflict of interest, they will immediately disclose the conflict and follow the procedures outlined in the Association's Conflict of Interest Policy.
8. When responding to questions, requests and concerns that come from outside of the Association, Board members should be positive and courteous while routing their questions through appropriate channels within the Association. When handling complaints, said complaints should be referred directly to the Association President.
9. Board members will make no promises on behalf of the Association. It is inappropriate to promise Board action overtly or implicitly, or promise the Association or Board of Directors will commit to do something specific.
10. When interacting with outside agencies, organizations or media in regards to the Association, Board members will be clear about whether they are representing the Association or personal interests. If a Board member does appear before another agency, organization or the media to give a statement on an issue, the Board member must clearly state: 1) if their statement reflects a personal opinion or is the official stance of the Association; 2) whether this is the majority or minority opinion of the Board. If the Board member is representing the Association, the Board member must support and advocate the official Association position on an issue, not a personal viewpoint. Written correspondence should also be equally clear about representation on behalf of the Association or other personal or business interests.
11. Board members will not engage in any intimidating, harassing, discriminatory, abusive, derogatory, or demeaning speech or actions. This includes, but is not limited to: communication or conduct that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, offensive or such communication that may be related to gender, sexual orientation, disability, national origin, race, age or religion; it also includes stalking, following, harassing photography or recordings, social media attacks, inappropriate physical contact, and unwelcome sexual attention.



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12. Violations of the Board of Director's Code of Conduct policy could result in disciplinary action against the Board member. That disciplinary action may include, but is not limited to; a verbal or written warning, temporary or permanent removal from the Board of Directors, a temporary suspension from the Association or permanent ban from membership in the Association.

Certified Board Approval:

DATE: 5 February 2022

A handwritten signature in black ink, appearing to read "F. W. Dobrisky".

FRANCIS W. DOBRISKY  
President