IFO Operating Procedures

**Chapter XIX, IFO Office Policies, Section J**

J. Legal Duties Policy

1. Members of the IFO Board, IFO Negotiating Team, the IFO Salary Equity Committee, Local FA Executive Committees, Local FA Grievance Committees, IFO Coordinators/Liaisons for Academic Affairs and Equity and Inclusion, and the IFO Controller serve as the legal representatives of the IFO and Faculty Associations. As such, these representatives have a duty to perform the legal obligations which follow from their positions. In furtherance of this duty, it is the policy of the IFO that these identified individuals will use their best efforts, while serving in these positions, to ensure that the IFO meets its legal obligations to its members and all the employees for which it serves as exclusive representative.

2. To fulfill this duty, persons holding the positions described in Paragraph 1, above, must do the following:

* Diligently represent IFO bargaining unit members in a nonjudgmental, unbiased manner;
* Protect and uphold the interests of IFO bargaining unit members regardless of their political affiliation or membership in a protected class;
* Prioritize the interests of the IFO and the general interest of bargaining unit members, even when doing so may be at odds with pursuit of a representative’s own personal interests (for example, in meetings with the administration);
* Maintain confidentiality of information discussed in Executive Session and personal information concerning faculty members learned in the course of performing representative duties;
* Disclose a conflict of interest such as an application for a MinnState system office or university administration position, or a business or financial interest in any third party dealing with the IFO, as set out in Section H, above; and,
* Enforce the terms of the IFO MnSCU collective bargaining agreement.

3. If doing any of the above may be compromised by factors such as personal animosity towards a faculty member, personal disapproval of a faculty member’s conduct, or other extraneous considerations, persons should consult with and seek assistance from the IFO and Faculty Association colleagues.

4. The intentional or persistent failure of a representative to meet the obligations outlined above may provide a basis for discipline, including removal from an IFO/FA office, pursuant to Chapter IV, Section C of the IFO Operating Procedures.

5. A copy of this policy will be furnished to persons holding or seeking to serve in any of the positions identified in Paragraph 1 above. Prior to being considered as a candidate for election or appointment to any office identified in Paragraph 1, faculty members will confirm in writing that “I have read and agree to abide by the IFO Legal Duties Policy if selected for covered office.” Such confirmation must be submitted to the relevant Faculty Association or to the IFO prior to inclusion on the ballot or consideration for appointment. In the case of successful write-in candidates, such written confirmation must be provided before the write-in may be declared a winner and assume office.