

**PRESERVE AT ROCK CREEK COMMUNITY ASSOCIATION, INC.**

**POLICY RESOLUTION NO. 2016-\_\_\_\_**

**COMMITTEE MEMBER CODE OF CONDUCT**

(Policies Related to Conduct of Board Members)

**WHEREAS**, Article 7, Section 7.1(c) of the Bylaws provides that the Board of Directors shall have the power to exercise all power, duties and authority vested in or delegated to the Association by provisions of the Bylaws, the Articles of Incorporation, or Declaration; and,

**WHEREAS**, Article 7, Section 7.1(a) of the Bylaws empowers the Board to adopt and publish rules governing the use of the Common Area and any facilities thereon and the personal conduct of the Members and their guests thereon; and

**WHEREAS**, the Board has determined that it is necessary, pursuant to the Board's authority set forth above, to establish a Code of Conduct by which members of the Board of Directors must adhere.

**NOW, THEREFORE, BE IT RESOLVED THAT** the following Committee Member Code of Conduct shall be adopted by the Board:

**I. AS A MEMBER OF ANY PRESERVE AT ROCK CREEK COMMITTEE , I WILL:**

1. Listen carefully to my fellow committee members;
2. Carefully consider and respect the opinions of my fellow committee members;
3. Respect and support all majority decisions of the committee;
4. Recognize the authority vested in the committee;
5. Keep well-informed of developments relevant to issues that may come from the board;
6. Participate actively in committee meetings and actions and not discuss elsewhere what I am unwilling to discuss in committee meetings;
7. Bring to the attention of the board any issues I believe will have a significant effect on our organization or those we serve;
8. Attempt to communicate the needs of those we serve to the board of directors;

9. Refer complaints directly to the proper level on the chain of command;
10. Recognize my job is to ensure that the organization is well-managed, not necessarily to manage the organization;
11. Represent all those who this organization serves vs. geographic or special interest groups;
12. Consider myself a “trustee” of the organization and do my best to ensure it is well-maintained, financially secure and always operating in accord with our stated objectives;
13. Work to learn how to do my job better, and
14. Acknowledge conflicts of interest between my personal life and my position on the committee and abstain from voting or attempting to influence issues in which I am conflicted.

**II. AS A MEMBER OF ANY PRESERVE OF ROCK CREEK COMMITTEE, I WILL NOT:**

1. Criticize fellow committee members or their opinions outside of the meeting place;
2. Use the organization or my position for my personal advantage or that of my friends, relatives or associates;
3. Discuss the confidential proceedings of the committee outside of the meeting place;
4. Promise how I will vote on an issue before hearing the discussion and becoming fully informed on that issue;
5. Interfere with the duties of staff or undermine the authority of our staff executive to perform his/her duties; or
6. Speak for or on behalf of the organization unless specifically authorized to do so.

**III. AS A MEMBER OF ANY PRESERVE AT ROCK CREEK COMMITTEE, I WILL:**

1. Represent the interests of all people served by this organization;
2. Not use the organization or my service on this committee for my own personal advantage or for the individual advantage of my friends and supporters;

3. Keep confidential information confidential;
4. Approach all committee issues with an open mind;
5. Be prepared to make the best decision for the whole organization;
6. If any member believes they may have an issue, it should be fully disclosed to the board for appropriate action;
7. Do nothing to violate the trust of those who elected and appointed me my position on the committee or of those we serve;
8. Focus my efforts on the mission of the organization and not on my personal goals;
9. Never exercise authority as a committee member except when acting in a meeting with the full board or as I am delegated by the board; and
10. Plan to attend every meeting.

IV. Board and other Preserve at Rock Creek committee members shall agree to abide by the Committee Member Code of Conduct as set forth above and shall execute the Director Consent Form attached as Exhibit A to this Resolution.

EFFECTIVE THE \_\_\_\_ DAY OF \_\_\_\_\_, 2016.

Preserve at Rock Creek Community Association,  
Inc.

By: \_\_\_\_\_  
Kristine Bissell, President

**Exhibit A**

**Director Consent Form**

I, \_\_\_\_\_, the undersigned member of the Preserve at Rock Creek Community Association, Inc.'s Board of Directors hereby acknowledge that I have received and read The Preserve at Rock Creek Community Association, Inc.'s Committee Member Code of Conduct, which is incorporated in this consent by reference. I understand it and acknowledge that as long as I am an officer, director, or committee member of the Preserve at Rock Creek Community Association, Inc., I shall avoid any conflict between my own individual interests and the interests of the Preserve at Rock Creek Community Association, Inc. in any and all actions taken by me on behalf of the Preserve at Rock Creek Community Association, Inc. I will comply, not only with the terms, but also the spirit of the Preserve at Rock Creek Community Association, Inc.'s Committee Member Code of Conduct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PRESERVE AT ROCK CREEK COMMUNITY ASSOCIATION, INC.**

**RESOLUTIONS ACTION RECORD**

Resolution Type: Policy No. \_\_\_\_\_

Pertaining to: Board Member Code of Conduct

Duly adopted at a meeting of the Board of Directors of the Preserve at Rock Creek Community Association, held: \_\_\_\_\_.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

VOTE:

YES NO ABSTAIN ABSENT

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Board Member

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date