

MSSION VIEJO ENVIRONMENTAL ASSOCIATION

COMMITTEE MEMBER CODE OF CONDUCT

The Board of Directors has adopted this Committee Member Code of Conduct (“Policy”) to provide a policy for the conduct of all Committee Members serving on an Association Committee.

1. Each Committee Member shall act in the best interest of the community and not for any private or personal interest.
2. A Committee Member shall recuse himself or herself from discussion and decision making regarding any matter in which the Committee Member has a material or financial interest, such as the Committee Member’s own architectural application.
3. Committee Members shall conduct themselves with civility, professionalism and decorum at all times and not engage in personal attacks, harassment, discrimination, defamation, threats or other similar behavior towards other Committee Members, Directors, Association employees and staff, vendors and Members.
4. Committee Members shall regularly attend committee meetings.
5. Committee Members shall perform their duties in accordance with the Association’s governing documents and as directed by the Board of Directors.
6. Committee Members shall adhere to any charter or resolution approved by the Board of Directors that sets forth the purpose, authority and duties of the committee on which the Committee Member serves.
7. Committee Members shall not accept gifts or services from others in exchange for their service on the Committee unless such gifts or services are offered to all Association Members.
8. Committee Members understand and agree that they are volunteers, and as such are not remunerated for their services to the Association.
9. Committee Members shall respect the confidentiality of information exchanged in Committee meetings and shall not disclose such information without authorization from the Board of Directors. Such confidential information shall not be used by a Committee Member for his or her own personal, financial or other private interests.
10. Committee Members shall not use Association resources for their own personal or private use unless such resources are available to all Members of the Association.
11. Committee Members shall support a positive and constructive work environment for fellow Committee Members, Directors, Members, employees, management staff and vendors. Unless authorized to do so by the Board of Directors, Committee Members shall not provide direction to employees, management staff or vendors.
12. Unless authorized to do so by the Board of Directors, Committee Members shall not enter into contracts, invoices or proposals binding the Association and shall not have the authority to speak for or on behalf of the Association.

Any violation of this Policy may subject a Committee Member to removal from the Committee and to disciplinary action, including, but not limited to, fines, suspension of membership privileges, and/or legal proceedings.

Date: _____

Committee Member Name: _____

Committee Member Signature: _____