

Silver Lake Forest Reserve Association

BOARD AND COMMITTEE MEMBERS

Code of Conduct

POLICY RESOLUTION 003

1. Act in the best interest of the community (not for personal gain, whether material or political).

Recognizing the need to preserve the original design and intent of the community, Board and Committee Members (~~%Members+~~), will work for the common good of all of the members of the **Silver Lake Forest Reserve Association** (~~%Association+~~), will act in good faith and in the best interests of the Association at all times, not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Board. Acting in the best interests of the community also means that Members will preserve the Reserve, meaning that Members shall work to preserve and protect the Association common areas for the benefit of all Reserve owners, and will take no action which would directly or indirectly deprive other Reserve owners of significant property or civil rights.

2. Comply with the Law.

Members shall comply with the laws of the nation, the State of Washington, Cowlitz County and the governing documents of the Association. Members are not ~~%above the law+~~.

3. Conduct of Committee Members.

The professional and personal conduct of Members must be above reproach and all effort should be made to avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks on the character or motives of other members, administration and staff, committee members and chairs, or the public.

4. Respect for the process.

Members will make every effort to regularly attend meetings and perform their duties in accordance with established rules of order governing the deliberation of Association issues.

5. Conduct of meetings.

Members shall prepare themselves for all meetings; listen courteously and attentively to discussions; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

6. Decisions based on merit.

Members shall base their decisions on the merits and substance of the matter at hand rather than unrelated considerations or personal bias.

7. Support decisions.

Members will accept, honor and support the decisions of a majority of the Board, even if they disagree with a given decision, as they understand there may not be unanimous support for every action taken by the Board. Members will respect the authority of the Board by not undermining majority decisions and enacted policy.

8. Communication

Members shall share substantive information that is relevant to the matter under consideration which may have been received from sources outside the decision making process.

9. Conflict of interest.

In order to assure independence and impartiality, Members shall not use their position to influence any decision in which they have a material, personal, financial or political advantage.

10. Gifts and favors.

Members shall not take any special advantage of services or opportunities for personal gain that are not available to all Association members. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise, or give the appearance of compromising, their independence of judgment or action.

11. Confidential information.

Members shall respect the confidentiality of information exchanged in Executive Sessions and shall not disclose such information to non-Board members. They shall also respect the confidentiality of communications between the Board and the Association's attorney(s) as those communications are protected by the attorney-client privilege and should not be disclosed to non-Board members. They shall neither disclose confidential information without proper Board authorization, nor use such information to advance personal, financial or other private interests.

12. Use of Association resources.

Members shall not use resources of the Silver Lake Forest Reserve Association that are not available to all members of the Association, such as Association paid-for contractor time, equipment, supplies or facilities for private or personal gain.

13. Representation of private interests.

In keeping with the role of stewards of the Association's interests, Members shall not appear on behalf of the private interests of third parties before the Board or any committee.

14. Positive work place environment.

Members shall support a positive and constructive work place environment for employees, members and businesses dealing with the Silver Lake Forest Reserve Association. Members shall recognize their special role in dealing with employees or contractors of the Association so as to not create the perception of inappropriate direction.

15. Code of Conduct violations.

In the event the Board of Directors at Large determines that a Member has violated this Code of Conduct, the Board may issue a written notification requesting a closed door meeting with that member. Failing resolution of correction of that Conduct within a reasonable period of time, not to exceed a calendar quarter, the Member thereafter receiving a continuing written notification from the Board agrees to submit his/her voluntary resignation from the Board or Committee effective immediately.

CODE OF CONDUCT BOARD AND/OR COMMITTEE MEMBER STATEMENT

As a Board member or member of Silver Lake Forest Reserve Association Committee (Member), I agree to uphold the Code of Conduct for Board and Committee Members adopted by the Association and to conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where other Members, and staff are free to express their ideas and work to their full potential;
- Respect the dignity and privacy of other community individuals and organizations;
- Keep the common community good as my highest purpose and focus on achieving constructive solutions for the general membership benefit.
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Silver Lake Forest Reserve Association.
- Treat all people with whom I come into contact in the way I wish to be treated.
- Resign from the Board or Committee as requested in accordance with paragraph 15 of the Code of Conduct.

I affirm that I have read, understand, and will abide by this Code of Conduct.

Member Signature

Date