

# **TEHALEH OWNERS ASSOCIATION**

## **BOARD MEMBER Code of Conduct**

**1. Act in the best interest of the community (no personal gain, material or political).**

Recognizing the need to preserve the original design and intent of the community, Board Members will work for the common good of the members of the Tehaleh Owners Association, and 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.

**2. Comply with the Law.**

Board Members shall comply with the laws of the nation, the State of Washington, Pierce County, and the governing documents of the Tehaleh Owners Association.

**3. Conduct of Board Members.**

The professional and personal conduct of Board Members must be above reproach and avoid even the appearance of impropriety. Board 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.**

Board 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.**

Board 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.**

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

**7. Communication.**

Board 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.

**8. Conflict of interest.**

To assure independence and impartiality, Board Members shall not use their position to influence decisions in which they have a material, personal, financial or political advantage.

**9. Gifts and favors.**

Board 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.

**10. Confidential information.**

Board Members shall respect the confidentiality of information exchanged in Executive Sessions. They shall neither disclose confidential information without proper Board authorization, nor use such information to advance personal, financial or other private interests.

**11. Use of Association resources.**

Board Members shall not use resources of the Tehaleh Owners Association that are not available to all members of the Association, such as staff time, equipment, supplies or facilities for private or personal gain.

**12. Representation of private interests.**

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

**13. Positive workplace environment.**

Board Members shall support a positive and constructive workplace environment for employees, members and businesses dealing with the Tehaleh Owners Association. Board Members shall recognize their special role in dealing with employees to not create the perception of inappropriate direction to staff.

## BOARD MEMBER STATEMENT

As a member of the Tehaleh Owners Association Board of Directors, I agree to uphold the Code of Conduct for Board 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 Board Members, Committee Members, individual members, and staff are free to express their ideas and work to their full potential.
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others.
- Respect the dignity and privacy of other individuals and organizations.
- Keep the common 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 Tehaleh Owners Association.
- Treat all people with whom I come into contact in the way I wish to be treated.

I affirm that I have read and understand the Tehaleh Owners Association Code of Conduct.

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Board Member Signature

Date