

Skagit Highlands Homeowners Association

Committee 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, Committee Members will work for the common good of the members of the Skagit Highlands Homeowners Association (“Association”), and not for any private or personal interest, and they will assure fair and equal treatment of all persons.

2. **Comply with the Law**

Committee Members shall comply with the laws of the nation, the State of Washington, Skagit County and the governing documents of the Association.

3. **Conduct of Committee Members**

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

Committee 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**

Committee 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**

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

7. **Communication**

Committee 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**

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

9. **Gifts and Favors**

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

10. **Confidential Information**

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

11. **Use of Association Resources**

Committee Members shall not use resources of the 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, Committee Members shall not appear on behalf of the private interests of third parties before the Board or any committee.

13. Positive Work Place Environment

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

Date: _____

Name: (printed)

(signature)

Address: _____

E-mail Address: _____

Phone: _____