

## **North Farm Citizens Association Code of Conduct for Board Members**

The North Farm Citizens Association Board of Directors has approved the following code of conduct for its members in order to ensure that they maintain a high standard of ethical conduct in the performance of the business, and to ensure that the residents maintain confidence in and respect for the entire Board.

The following principles and guidelines constitute the code of conduct:

No individual shall use his/her position as a Board member for private gain, for example:

- No Board member shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person or a firm who is seeking to obtain any benefit, obtain any contractual or other business or financial relations with the North Farm Citizens Association.
- No Board member shall accept any gift or favor made with the intent of influencing any decision or action on any official matter.

No Board member shall receive any compensation from the North Farm Citizens Association or any third party for acting as a Board member.

No Board member shall engage in any writing, publishing, or speech making that defames any other member of the Board or any resident of the community.

No Board member will willingly misrepresent facts to resident of the community or other Board members for the purpose of advancing a personal cause, concern, or issue or influencing the community to place pressure on the Board to advance a Board member's personal cause, concern, or issue.

No Board member nor his/her agent or employee or family member shall enter into a personal service contract with the North Farm Citizens Association without previous disclosure of such interest to the Board.

No Board member will seek to have a contract implemented that has not been duly approved by the Board.

No Board member will interfere with a contractor implementing a contract in progress.

No Board member will interfere with the system of management established by the Board.

No Board member will harass, threaten, or attempt through any means to control or instill fear in another Board member or any resident of the community.

Any Board member who violates this code of conduct may be removed from the Board in accordance with the guidelines established by the Montgomery County Commission on Common Ownership Communities. Any Board member who violates this code of conduct agrees that the Board of Directors may seek injunctive relief against him/her and agreed to pay the attorney fees incurred by the Board in that enforcement effort. The Board member also agrees that the Board shall be relieved of posting bond as a condition of injunctive remedy.

No provision of this Code of Conduct Agreement can be rescinded, altered, and/or amended without unanimous vote of the Board of Directors.

Signed:

President: \_\_\_\_\_

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

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

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

Secretary: \_\_\_\_\_

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

Treasurer: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

**North Farm Citizens Association**  
**Code of Ethics and Rules of Conduct for Officers, Committee Members, and Volunteers**

WHEREAS, the Board of Directors of North Farm Citizens Association (NFCA) has the power and responsibility to make decisions for the entire community, and

WHEREAS, the Board of Directors is responsible to appoint officers and committee members, and

WHEREAS, the volunteer leaders of the North Farm Citizens Association are responsible to set a standard and a tone for behavior, respect and civility that is conducive to the best interests of the entire community,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of North Farm Citizens Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that are applicable to all volunteers, Officers, and Committee Members serving the community:

1. The Board of Directors will use its best efforts at all times to make decisions that are consistent with high principles, and to protect and enhance the safety and property value of the residents.
2. No gifts of any type worth \$5 or more will be accepted from any resident, contractor or supplier.
3. No contributions will be made to any political party or political candidates by the NFCA.
4. Confidentiality of other Board members' personal lives, all residents' personal lives, as well as any other person serving the community's personal life shall be protected by the Board and Committee Members.
5. No promise of anything not approved by the Board as a whole can be made to any contractor or supplier during negotiations.
6. No drugs, alcohol, or substance abuse will be tolerated, and is grounds from removal from the Board or Committee.
7. Any Board Member or Committee member convicted of a felony shall resign from his/her position. The Board shall immediately remove any other volunteer from any position if the volunteer is convicted of a felony.
8. Any Board member or Committee member under investigation for a felony shall request a leave of absence during the investigation and trial period.
9. Language at board meetings will be kept civil and professional. Personal attacks against owners, residents, officers and directors are prohibited and are not consistent with the best interests of the community.
10. It is understood by Board and Committee members and volunteers that differences of opinion will exist. Differences should be expressed in a clear and business-like fashion.
11. Proper parliamentary or equivalent procedure should be followed to have such dissenting positions clearly stated within the official records of the NFCA.
12. A volunteer may not knowingly misrepresent any facts to anyone involved in anything with the community.

13. No volunteer serving the community may use that position for any financial gain through the use of certain contractors or suppliers. Any potential conflict of interest must be reported to the Board of Directors.
14. All Board Members, Committee members, and other volunteers shall agree to this code of conduct as evidenced by their signatures below.
15. Violations of this Code of Ethics will be addressed by the Board in accordance with its process for holding hearings.

The resolution is adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020 at an open board meeting where a quorum of the Board was present and will become effective immediately.