

Penn Estates Property Owners Association

MANUAL: ADMINISTRATIVE POLICY RESOLUTION
SUBJECT: Committee Member Code of Conduct
DATE APPROVED: April 5, 2019
DATE(S) REVISED:

NO: A-005
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Purpose: This Code of Conduct is meant to provide general guidance on standards of conduct Penn Estates Owners Association committee members. It addresses many areas of concern but is not designed to be completely exhaustive in nature. It is expressly understood that committee members serve at the sole discretion and pleasure of the Association's Board of Directors. Nothing in this Code of Conduct shall in any way interfere with the Board's ability to remove and/or replace any committee member at any time, with or without cause.

1. **Act in the Best Interest of the Community.**

Recognizing the need to preserve the design and intent of the community, Committee Members will work for the common good of the members of the Association and not for any private or personal interest.

2. **Comply with the Law.**

Committee Members shall comply with the laws of the United States, the State of Pennsylvania, the County of Monroe 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, Board members and chairs, or the public. No Committee Member shall knowingly misrepresent facts to the Board or the members.

4. **Conduct of Meetings.**

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. 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.

5. **Decisions Based on Merit.**

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

6. **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.

7. **Conflict of Interest.**

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

Committee Member having an interest in a transaction with the Association shall fully disclose that interest to the Board before completion of that transaction.

8. **Gifts and Favors.**

Committee 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.

9. **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.

10. **Representation of Private Interests.**

Committee Members shall not appear on behalf of the private interests of third parties before the Board.

11. **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.

COMMITTEE MEMBER STATEMENT

As a member of a Committee, I agree to uphold the Code of Conduct for Committee Members adopted by the Association and to conduct myself by the following model of excellence. I will:

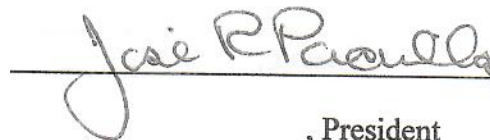
- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where other Committee Members, Board Members, individual members, and staff are free to express their ideas and work to their full potential;
- 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 Association.
- At any time as a Committee Member I cease to be a Member in Good Standing, my status as a Committee Member shall terminate until such time as I am in good standing again and have received approval by the Board to rejoin the committee.

I affirm that I have read and understand the Penn Estates, Community Association Code of Conduct

Adopted by resolution of the Association's Directors on this 5th day of April, 2019.



, Secretary



, President