

## CODE OF CONDUCT POLICY: GENESEE BOARD MEMBERS

1. **Policy Accountable Owner and Identifier Key Word(s):**
  - a. The Code of Conduct policy owner is the Genesee board (BOD).
  - b. Key words for the Code of Conduct policy are:
    - i. Code of conduct
    - ii. Board members' behavior
    - iii. Board members will
    - iv. Board members will not
2. **Policy Name:** Code of Conduct.
3. **Purpose for policy:** This policy is intended to inform board members, potential board members, and community members about acceptable and unacceptable behavior for board members.
4. **Policy details and specialized content if any:**
  - a. The Genesee Code of Conduct is modeled after the Community Association Institute's Model Code of Ethics.
  - b. The Code of Conduct Form must be signed by all Genesee Foundation board members annually immediately after the annual November elections.
  - c. The Code of Conduct Form reads as follows:

### **“Code of Conduct Form: Genesee Board Members**

A board position at the Genesee Foundation is a leadership position of trust, responsibility, and service to the greater community. It is meant to enhance the long-term tangible and intangible assets of the community, as well as the quality and safety of life envisioned for members and residents.

#### **Board members will:**

1. Strive at all times to serve the best interests of the community as a whole.
2. Use sound judgment to make the best possible decisions for the community, considering all reasonably available information, circumstances, and resources.
3. Perform their duties diligently, acting within their authority as defined by law and the governing documents, policies, and procedures of the Foundation, the board, and the Architectural Review Committee.
4. Provide opportunities for residents to comment on decisions before those decisions are finalized.
5. Perform their duties without bias.
6. Conduct open, fair, and well-publicized elections.
7. Reaffirm their understanding of these principles by re-signing the Code of Conduct each year at or before the first board meeting after the annual members' meeting.
8. Support all duly adopted board decisions, even if the board member was in the minority regarding actions that did not obtain unanimous consent. This shall not preclude a board member from publishing the reasons for his/her dissent in a respectful and orderly fashion which does not undermine the integrity or credibility of the board or any of its members.

#### **Board members will not:**

1. Reveal to others confidential information unless specifically authorized by the board or required by law.
2. Make promises not authorized by the board, or exercise authority as a board member, except when acting as an official member of the board, or as authorized by the board.
3. Advocate or support any action that violates a law or regulatory requirement.
4. Use their positions or authority for personal gain or to seek advantage for any friends or relatives over another member or resident.
5. Spend unauthorized association funds for their own personal use or benefit, or the benefit of friends or relatives.
6. Accept any gifts—directly or indirectly—worth \$50 or more from owners or residents when matters concerning them are being considered, or from contractors or suppliers.

7. Knowingly misrepresent facts in any issue involving community business.
8. Divulge confidential, personal information about any association owner, resident, or employee that was obtained in the performance of board duties.
9. Make personal attacks on colleagues, staff, or residents.
10. Harass, threaten, or attempt through any means to control or instill fear in any board member, owner, resident, employee, or contractor.
11. Reveal to any owner, resident, or third party, including spouses, significant others, or family members, the discussions or decisions made at any board meeting properly held in executive session.

**Policy Approval:**

- **Approved By: Board of Directors**
- **Supersedes: Code of Conduct: Genesee Foundation Board of Directors, April 12, 2017, August 9, 2017 (after review of June 8, 2011 and November 9, 2006 versions)**
- **Approval Date: March 22, 2023**
- **Review Date: 5 years**