



HUNTS GROVE RESIDENTS ASSOCIATION (HGRA)

CODE OF CONDUCT

(PROPOSED DRAFT)

Meetings - Code of Conduct

All meetings shall be conducted according to the following code of conduct:

- Act within the constitution (governing document) and the law – being aware of the contents of the organisation’s constitution and the law as it applies to the Hunts Grove Residents Association (HGRA);
- Act in the best interest of the HGRA as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing the HGRA into disrepute;
- Respect confidentiality – understanding what confidentiality means in practice for the HGRA its committee and the individuals involved with it;
- Have an understanding of how the HGRA works and the environment within which it operates;
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict;
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence;
- If a consensus cannot be reached, a vote shall be taken and a decision shall be made in accordance with the constitution. Meeting attendees are expected to honour the content and spirit of this code.

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Committee Meetings

Committee members shall also be expected to honour the content and spirit of the following additional code elements:

- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not to gain materially or financially unless specifically authorised to do so;
- Have a sound and up-to-date understanding of the HGRA and its environment;
- Attend meetings and other appointments or give apologies – consider other ways of engaging with the organisation if unable to attend committee meetings for an extended period;
- Prepare fully for meetings and all work for the HGRA – reading papers, querying anything you don't understand and thinking through issues in good time before meetings;
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.