

# Leatherhead Residents' Association

## Code of Conduct

### Conduct of meetings

- Members of the Association should follow the guidance of the Chair in the conduct of the meeting.
- Members must be courteous to each other at all times and allow each other to speak.
- Members must remember that the purpose of any meeting is to benefit residents generally, and not specific individuals.

### Conduct of the Board

- Directors/officers shall not bring the Association into disrepute.
- Directors/officers should not speak or write on behalf of the LRA without the prior agreement of the Board. Any correspondence sent on behalf of the LRA should first be approved by the Board, or if time does not permit by the Chairman.
- Directors/officers shall at all times work within the rules laid down in the Articles of Association
- Directors/officers should observe collective responsibility for Board decisions.
- A director/officer who telephones, mails or otherwise contacts any third party as a *private individual* should make no reference in such correspondence to his or her being a director/officer of the LRA

### Conflicts of Interest

Members shall disclose any interest, whether personal or on behalf of any group they represent, that they consider could affect or influence their approach to any matter under discussion.

### Political Affiliation

Directors/officers may not represent a political party in carrying out their role within the LRA

### Confidentiality

Members should respect all individual residents' confidentiality. Information about individual residents should not be discussed at public meetings.

## **Breach of the Code of Conduct**

- If any member attending a meeting does not abide by the code of conduct, they may be asked by the Chair to leave the meeting. If that member continues to ignore the code of conduct at subsequent meetings, their membership may be terminated in accordance with the procedures laid out in the Articles of Association.
- If a director/officer fails to abide by the Code of Conduct, or commits an act that is considered to be gross misconduct, or is absent from meetings as specified in the Articles of Association, then that director/officer may be removed from office in accordance with the Articles of Association.