

# Fox Lane and Residents' Association

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## Code of Conduct

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This Code of Conduct sets out how members of the Fox Lane and District Residents' Association are expected to behave not only in meetings but in any situation where they are representing the association or the community. In the event of a breach of the Code of Conduct members may be asked to resign, leave the meeting, be suspended from membership or have their membership of the association ended in accordance with the constitution of the association.

### **1 General Conduct**

Members should at all times observe the following

- 1.1 To be courteous to each other and support and assist other members in seeking the best possible solution to problems being discussed.
- 1.2 To remember to follow the agenda, and to help each other reach effective decisions.
- 1.3 To follow the guidance of the Chair in the conduct of the meeting.
- 1.4 To allow each other the opportunity to speak and comment.
- 1.6 To remember that the purpose of the meeting is to benefit all Residents generally and not specific individuals.
- 1.7 To bear in mind the rights of individual residents.
- 1.8 To operate within the rules laid down in the constitution.

### **2 Discrimination**

- 2.3 All members have the right to be treated with dignity and respect, regardless of their race, colour, ethnic or national origin, nationality, gender, marital status, age, sexuality, religion or any other matter which causes people to be treated with injustice.

### **3 Conflicts of Interest**

- 3.1 Members should disclose any interest, whether personal or on behalf of any group they represent, that they consider may affect or influence their approach to the matter under discussion.

### **4 Confidentiality**

- 4.1 Members should respect residents' confidentiality, whether present or not and refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual.

## **5 Political Affiliation**

- 5.1 Individual members may be affiliated to or be part of a political party, but they may not represent a political party in their role as a member of the association.

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

- 6.1 If a member of the association or committee or a member of the public does not abide by the Code of Conduct, the Chair will warn that if they break the Code of Conduct again they may be asked to leave the meeting.
- 6.2 The Chair may give the member of the committee, or association or a member of the public two further warnings (a maximum of three warnings)
- 6.3 If the member of the committee, association or of the public continues to ignore the Code of Conduct then the Chair will ask the meeting to vote on whether the member should be asked to leave.
- 6.4 Should a more serious breach of the Code of Conduct occur, or should there be persistent breaches of the Code of Conduct over a sustained period then the committee may consider whether or not to suspend or expel a member from the membership of the association.
- 6.5 Should a suspension or expulsion of a member occur that member may request that the matter be reviewed at a General Meeting where a decision shall be taken by a majority of those members of the association who are present.
- 6.6 Should any member expelled from the association for a breach of the Code of Conduct wish to re-join the association this can only be achieved by a vote of members of the association at a General Meeting at which notice has been given of this matter. In such circumstances a simple majority of the association members present must be in favour of the application.
- 6.7 If the Chair's behaviour brings about a breach of the Code of Conduct, the Vice Chair shall be empowered to run the association as an interim measure. The membership may then decide on a course of action which could include any of the above measures. If the Chair's behaviour causes the position of the Chair to become untenable the committee can remove the post holder at a special meeting called for that purpose.