

EXECUTIVE BOARD CODE OF CONDUCT

Quiet Lakes Improvement Association

Adopted: _____ | Last reviewed: _____

Purpose. This Code establishes the standards of conduct expected of members of the Quiet Lakes Improvement Association Executive Board.

1. **Support the Association's mission.** Act in the best interests of the Association and the lakes and communities it serves.
2. **Act honestly and responsibly.** Perform Board duties in good faith, exercise reasonable care, and follow the Articles of Incorporation, bylaws, approved policies, and applicable laws.
3. **Treat others respectfully.** Maintain a professional and courteous manner. Personal attacks, harassment, discrimination, intimidation, and disruptive conduct are not acceptable.
4. **Prepare for and attend meetings.** Review meeting materials, attend meetings regularly, arrive on time, and participate constructively in discussions and decisions.
5. **Follow Board decisions.** Board members may respectfully disagree during deliberations. After a vote, members shall respect the Board's decision and accurately represent it when speaking on behalf of the Association.
6. **Disclose conflicts of interest.** Promptly disclose any personal, family, financial, or business interest that could influence - or appear to influence - a Board decision. The Board member shall abstain from discussion or voting when required.
7. **Protect confidential information.** Do not disclose confidential personnel, legal, financial, donor, member, or other sensitive information unless disclosure is authorized or legally required.
8. **Use Association resources properly.** Association money, equipment, records, mailing lists, email accounts, passwords, and other resources shall be used only for authorized Association purposes.
9. **Respect Board authority.** No individual Board member may commit the Association to a contract, expense, public position, policy, or other obligation without proper authorization from the Board.

10. **Coordinate responses on significant matters.** When a Board member receives an email or other communication from a member concerning a significant, sensitive, disputed, or policy-related matter, the Board member shall consult with the President or Executive Board before responding. The purpose is to provide an accurate, coordinated, and consistent Association response. This requirement does not apply to routine questions, factual clarifications, meeting information, or other administrative matters that the Board member is authorized to address. Individual Board members shall not present personal opinions as official positions of the Association.
11. **Maintain accurate communications and records.** Provide complete and truthful information when communicating about Association business. Preserve Association documents and promptly transfer records, passwords, funds, equipment, and other Association property when leaving office.
12. **Avoid personal benefit.** Do not use a Board position, confidential information, or Association resources for personal advantage or to benefit family members, friends, or businesses.
13. **Address concerns appropriately.** Raise concerns through the President or Executive Board and attempt to resolve disagreements constructively through the Association's established procedures.

Addressing Concerns

Concerns about compliance with this Code should be shared respectfully with the President. If the concern involves the President, it may be shared with another officer.

The goal is to address concerns informally, constructively, and confidentially among Board members whenever possible. The Board member involved should have an opportunity to understand the concern, offer their perspective, and work with the Board toward a reasonable resolution.

If a concern cannot be resolved informally, the Board may consider additional steps consistent with the QLIA bylaws and other governing documents.. This Code is intended to support positive working relationships and does not replace the Association's Articles of Incorporation, bylaws, or other approved policies.

Board Member Acknowledgment

I have received and reviewed this Code of Conduct and agree to follow it while serving the Quiet Lakes Improvement Association.

Name: _____

Signature: _____

Date: _____