

Ground rules for Prince Henry Community Association Executive Committee meetings

So that we can use everyone's valuable time most effectively, we ask all committee members to commit to the following ground rules and code of conduct:

- Committee meetings will be held every two months at The Coast Centre for Seniors, Corner Pine and Ewing Avenues, Little Bay.
- All meetings will run for a maximum of two hours.
- Members are required to attend at least 85 per cent of all meetings held.
- Members agree to comply with the below Code of Conduct at all times.
- Members agree to read all reports and other documentation prior to attending each meeting.
- Members agree to participate in a fair share of the project work required.

Code of Conduct

Each elected committee member understands they represent all owners and agree to:

1. Be committed to acquiring a basic understanding of and comply with, the relevant legislation, this Code of Conduct and all rules/by-laws concerning this community scheme.
2. Act honestly and fairly and not unreasonably disclose information held by the community association, including information about an owner.
3. Act in the best interests of the community association unless it is unlawful to do so.
4. Not cause a nuisance or otherwise behave in a way to bring disrepute or diminish the good reputation of the executive committee.
5. Respect fellow members' opinions and differences and foster a spirit of teamwork and cooperation.
6. Be committed to attending all executive committee meetings other than in legitimate circumstances such as illness or when on holidays.
7. Comply with committee process and procedure as determined by the committee from time to time.
8. Disclose to the committee any conflict of interest they may have in a matter before the committee and not vote on such matters.