

Edelweiss Board Code of Conduct

August 29, 2022

The Edelweiss Maintenance Commission Board adheres to procedures and conduct set out in the Edelweiss Bylaws. If not explicitly stated in the bylaws, the Board refers to Robert's Rules of Order. The following Code of Conduct is not intended to replace procedures laid out in these documents but merely to help guide board conduct with a summary of best practices. It is the intent that all board members will be provided this document and agree to follow its principles.

Board members should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for all board members and residents to comment on decisions facing the association.
5. Perform their duties without bias for or against any individual or resident.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
7. Conduct open, fair and well-publicized elections.
8. Always speak with one voice, supporting all duly adopted board decisions—even if the board member was in the minority regarding actions that may not have obtained unanimous consent.
9. Commit to attend all board meetings but when unable notify other board members as soon as practical.
10. Participate in debate on issues to get the best possible outcome.
11. Relinquish all available passwords or permissions to the board president and/or corresponding board officer prior to departure from the board so as to allow the Board to continue its service uninterrupted.

Board members should not:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept any gifts—directly or indirectly—from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.

9. Make personal attacks on fellow board members or residents.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.
12. Make decisions or agreements to act on board motions outside of a called meeting.