

MACCLESFIELD COMMUNITY ASSOCIATION Inc.

CODE OF CONDUCT FOR MEMBERS.

Role.

Members of the MCA manage and control the affairs of the Association and the achievement of its objects as set out in the Constitution and detailed in its 2023 Strategic Directions Plan.

In order to undertake the role:

- A member is elected for a period of 2 years and is eligible for re-election for a further term without nomination.
- A member must disclose any conflict of interest in the monetary affairs of the MCA at the time the relevant matter arises and shall not vote in respect to that matter.
- A member shall attend each general meeting – usually held once per month – the AGM and any special meetings, unless an unexpected occurrence prevents this. In the latter case an apology should be sent through the Secretary or any other member.
- A member may resign by giving notice in writing to the Secretary.
- A member's position will become vacant if they are absent without apology for more than 2 meetings in a financial year.
- A member may be expelled "upon a charge of misconduct detrimental to the interests of the MCA" and subject to the opportunity to be heard or make a written submission.

Expectations.

The following behaviour is expected from members of the MCA.

- To have read, and sought clarification, if necessary, the Constitution, Policies and Procedures and any other required documentation prior to accepting office.
- To arrive on time for meetings and leave only when the meeting is declared closed or if exceptional circumstances arise during the meeting.
- To read carefully the Minutes, Agenda and any other necessary documents prior to each meeting and attempt to make an active contribution to discussions.
- To attend prepared to discuss, comment and assist in the democratic decision-making process of the meeting.
- To accept the majority vote of the committee graciously even if your view has been overruled.
- To adhere to the agenda for the meeting and only introduce new topics in the General Business section.
- To ask questions to gain knowledge or to clarify any matters under discussion or of a general nature relating to the MCA.
- To give the views of each member respect and consideration.
- To take appropriate action to ensure you and the MCA are protected from potential conflicts and if necessary, refer the matter to the committee before it becomes a problem.
- To take a share of the tasks to be undertaken and contribute your particular skills.
- To complete tasks you have agreed to undertake within the agreed time frame.
- To respect the confidentiality of members, and the MCA as a whole, in relation to the detail of discussion and information shared in meetings, where this is appropriate.
- To not discuss the business of the committee outside the meeting in a way that is detrimental to any member or the committee as a whole.

I have read and understand the above document.

Date

Witnessed