

Scotland Island Residents' Association Incorporated (SIRA)



COMMITTEE CODE OF CONDUCT

The following are principles for standards of behaviour expected of appointed Committee Members. It is a code voluntarily adopted by the Committee and, as a procedural document, may be amended or further developed by the Committee

Committee Members will:

- conduct themselves in a manner that will not bring SIRA or the SIRA Committee into disrepute
- treat others with respect
- disclose and appropriately manage conflicts of interests
- use and secure information appropriately and not disclose confidential information
- respect, support and not work against or undermine properly executed decisions, resolutions or policies of the Committee
- use respectful language when speaking to or referring to other people
- observe all of the above in every form of communication and social media relating to SIRA business
- not make complaints improperly or disclose information about code of conduct matters

What happens if standards are not met:

Alleged breaches of these standards may be reported to the President; or in the case of a breach by the President, to the Vice-President who may bring this to the whole Committee.

Once reported, the party(ies) involved in the alleged breach will have the chance to present their case at the next scheduled SIRA Committee meeting, or at a Special Meeting if required by a majority of the Committee. The Committee will then review the matter whilst affording the parties their rights in accord with procedural fairness. The Committee will then vote on whether it believes, on the evidence, that a breach has occurred. The decision will be by majority. In the case of equal votes, the Chairperson will have the casting vote.

Any proceeding or complaint under this Code when discussed by the SIRA Committee shall be confidential and, for reasons of privacy, non-Committee Members shall be excluded from attendance. Each party will be permitted to have a support person in attendance.

Complaints that cannot be resolved in this way may be investigated by an independent reviewer.

Breaches by Committee members may result in:

- Being asked to apologise
- Being asked to resign from the Committee

It is noted that a Committee person may only be removed from office by a Special Meeting of members.