



## **NEIGHBORHOOD COMMITTEE MEMBER CODE OF CONDUCT**

**JUNE 2022**

- 1. Act in the best interest of the community**  
Committee Members will work for the common good of the members of The Isles of Collier Preserve, and not for any private or personal interest. They will assure fair and equal treatment of all persons, claims and transactions coming before the Board.
- 2. Comply with the Law**  
Committee Members shall comply with the laws of the nation, the State of Florida, Collier County and the governing documents of The Isles of Collier Preserve.
- 3. Conduct of Committee Members**  
The professional and personal conduct of Committee Members must be above reproach and avoid even the appearance of impropriety. Committee Members shall refrain from abusive conduct, personal charges or verbal attacks on the character or motives of other members, administration and staff, committee members and chairs, or the public.
- 4. Respect for the process**  
Committee Members will make every effort to regularly attend meetings and perform their duties in accordance with established rules of order governing the deliberation of Association issues.
- 5. Conduct of meetings**  
Committee members shall prepare themselves for all meetings; listen courteously and attentively to discussions; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

**6. Decisions based on merit**

Committee Members shall base their decisions on the merits and substance of the matter at hand rather than unrelated considerations.

**7. Communication**

Committee Members shall share substantive information that is relevant to the matter under consideration which may have been received from sources outside the decision-making process.

**8. Conflict of interest**

In order to assure independence and impartiality, Committee Members shall not use their position to influence decision in which they have a material, personal, financial or political advantage.

**9. Gifts and favors**

Committee Members shall not take any special advantage of services or opportunities for personal gain that are not available to all Association members. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise, or give the appearance of compromising, their independence of judgment or action.

**10. Confidential information.**

Committee Members shall respect the confidentiality of information exchanged in Committee Meetings. They shall neither disclose confidential information without proper Board authorization, nor use such information to advance personal, financial, or other private interests. Confidential information shall not be shared on social media platforms.

**11. Email Policy**

Confidential information cannot be circulated or exchanged amongst Committee Members through email.

**12. Use of Association resources**

Committee Members shall not use resources of Isles of Collier Preserve that are not available to all members of the Association, such as staff time, equipment, supplies or facilities for private or personal gain.

**13. Representation of private interests.**

In keeping with the role of stewards of the Association's interests, Committee Members shall not appear on behalf of the private interests of third parties before the Board or any committee.

**14. Positive workplace environment**

Committee Members shall support a positive and constructive workplace environment for employees, members and businesses associated with ICP. Committee Members shall recognize their special role in dealing with employees to not create the perception of inappropriate direction to staff.

**15. Neighborhood Voting Representative**

Removal of Neighborhood Voting Representative. Any Neighborhood Voting Representative may be removed, with or without cause, upon the vote or written petition of Owners of Units holding at least a majority of the votes in such Neighborhood represented by the Neighborhood Voting Representative.

**COMMITTEE MEMBER STATEMENT**

As a member of Isles of Collier Preserve, I agree to uphold the Code of Conduct for Committee Members adopted by the Board of Directors and to conduct myself by this model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions.
- Help create an atmosphere of respect and civility where other Committee and Board Members, individual members, and staff are free to express their ideas and work to their full potential.
- Conduct my committee affairs with honesty, integrity, fairness and respect for others.
- Respect the dignity and privacy of other individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the general membership benefit.
- Avoid and discourage conduct which is divisive or harmful to the best interests of Isle of Collier Preserve.
- Treat all people with whom I come into contact in the way I wish to be treated.

I affirm that I have read and understand the Code of Conduct.

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Committee Member Signature

Date