



Barry Waterfront Community Residents Association

Working together for our community

BARRY WATERFRONT COMMUNITY RESIDENTS ASSOCIATION

Code of Conduct

This Code of Conduct sets out how members of the Association are expected to behave not only in meetings but in any situation where they are representing the Association or the community. In the event of a breach of the Code of Conduct members may be asked to resign, leave the meeting, be suspended from membership or have their membership of the Association ended in accordance with the constitution of the Association.

1. Conduct

Members should always observe accepted practice while taking part in a meeting.

- 1.1 To be courteous to each other and support and assist other members in seeking the best possible solution to problems being discussed.
- 1.2 To remember to follow the agenda, and to help each other reach effective decisions.
- 1.3 To follow the guidance of the Chair in the conduct of the meeting.
- 1.4 To allow each other the opportunity to speak and comment.
- 1.5 To remember that the purpose of the meeting is to benefit all residents generally and not specific individuals.
- 1.6 To bear in mind the rights of individual residents.
- 1.7 Not to write on behalf of the Association (including emails) without the prior agreement of the Association. Any correspondence sent on behalf of the Association should be made available to all members of the Association.
- 1.8 To operate within the rules laid down in the constitution.

1.9 As an officer of the Association, or elected representative to remember that you are representing the views of, and are accountable to, your community and the membership of the Association.

2. Discrimination

2.1 No member will discriminate on any ground against any other member of the Association, officer or member of the public.

2.2 Discriminatory language will not be used in any discussion.

2.3 All those who attend meetings have the right to be treated with dignity and respect, regardless of their race, colour, ethnic or national origins, nationality, gender, marital status, age, sexuality, religion or any other matter which causes people to be treated with injustice.

2.4 Any form of harassment by officers, elected representatives, or members of the Association will be treated as a breach of this Code of Conduct.

3. Conflicts of Interest

3.1 Members should disclose any interest, whether personal or on behalf of any group they represent, that they consider may affect or influence their approach to the matter under discussion.

3.2 Members must not expect to receive more or less favourable treatment because of their membership of the Association.

4. Confidentiality

4.1 Members should respect all individual residents' confidentiality, whether present or not and refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual.

5. Political Affiliation

5.1 Individual members may be affiliated to/or be party of a political party but they may not represent a political party in their role as a member of the Association.

6. Breach of Code of Conduct

6.1 If a member of the Association or committee or a member of the public does not abide by the code of conduct during a meeting, the Chair will warn that if they break the code again they may be asked to leave the meeting.

6.2 The Chair may give the member of the committee, or Association or a member of the public two further warnings (a maximum of three warnings in any one meeting or three consecutive meetings).

- 6.3 If the member of the committee, Association or member of the public continues to ignore the code then the Chair will ask the meeting to vote on whether the member should be asked to leave.
- 6.4 Should a more serious breach of the code occur or should there be persistent breaches of the code over a sustained period then the committee may consider whether or not to suspend or expel a member from membership of the Association.
- 6.5 Should a suspension or expulsion of a member occur that member may request that the matter be reviewed at a General Meeting where a decision shall be taken by a majority of those members of the Association who are present.
- 6.6 Should any member expelled from the Association for a breach of this code wish to rejoin the Association this can only be achieved by a vote of members of the Association at a General Meeting at which notice has been given of this matter. In such circumstances a simple majority of Association members present must be in favour of the application.
- 6.7 If the Chair's behaviour brings about a breach of the code of conduct, the vice chair shall be empowered to run the association as an interim measure. The membership may then decide on a course of action which could include any of the above measures. If the Chairs behaviour causes the position of Chair to become untenable the committee can remove the post holder at a special meeting called for that purpose.