

PIHA RATEPAYERS AND RESIDENTS ASSOCIATION INC COMMITTEE CODE OF CONDUCT POLICY

1.0 RESPONSIBILITIES OF THE COMMITTEE AND COMMITTEE MEMBERS

1.1 Responsibilities of Committee Members

1. To act in good faith in the best interests of the Piha Community, on behalf of the Members of the Association and in accordance with the Rules of the Association.
2. To ensure that statutory requirements including holding of general meetings, provision of annual returns, and maintenance of accounting records are met.
3. To promote the Association to the wider Piha Community.
4. To disclose any conflicts of interest and allow the Chairperson to determine how they are to be handled. This may involve exclusion from discussion, or from voting, or from presence at the Meeting while the item is discussed. (Refer Section 3)
5. To not criticise Committee decisions or Committee Members outside the Meeting room.
6. Keep confidential such information as comes to them as Committee Members.
7. To not give instruction, guidance or direction to any staff member, at any time, except through the President or his/her delegated representative.

2.0 OPERATIONAL RULES OF THE COMMITTEE

2.1 Behaviour in Meetings

Do not interrupt the current speaker or have side conversations.

- Do not make personalised comments or verbal attacks.
- Be patient, show respect for other speakers.
- Be concise and to the point when speaking.
- Stick to the topic under discussion.
- Understand the nature of 'conflict of interest' and be willing to leave the meeting if a conflict of interest is established in relation to the issue under discussion. (See Section 3).

2.2 Communication with Members and people outside the Association, including Auckland Council Officers, associates and representatives, media, local organisations and the general public.

- Members must act in a manner that encourages and values community involvement in local democracy. The views of members of the public, Auckland Council, Local Boards, CCOs and Auckland Council and CCO staff and elected officials must be accorded respect with committee members listening to and deliberating on concerns carefully and patiently.

- Formal communication from the committee to any of the above must be approved and delegated at a committee meeting or by the President.
- Minutes of meetings shall be confidential to the Committee until adopted at the meeting following and uploaded to the R&R website.
- Matters discussed 'In Committee' are confidential to the Committee and shall not be discussed with anyone external to the Committee, at any time, unless formally agreed by the Committee and approved by the President.

2.3 Open Forum and Visitors guide

- Piha R&R committee meetings are not open to the public but at all normal monthly meetings a time will be set aside early in the meeting for 'Open Forum' when any interested parties may present issues to the committee and elected representatives may provide information or updates on issues of interest to the Committee and/or the Community.
- While notice of any intention to speak in Open Forum is not a requirement, it is recommended, to ensure adequate time allowance is made.
- The normal maximum speaking time is five minutes unless the committee approves otherwise.
- Committee members may ask questions at the conclusion of any presentation.
- No resolution will normally be made at the time of the presentation, but committee members may be asked to follow up the presentation with further investigation. This will come back to a subsequent meeting.
- Open Forum speakers and/or Visitors may not verbally criticise committee members or question or debate with elected members while the meeting is in progress.

3.0 CONFLICT OF INTEREST

3.1 Purpose

The purpose of this policy is to ensure that Committee deliberations and decisions are conducted impartially, without bias, in a fair and open minded manner.

3.2 Conflict of Interest Guidelines

Member's motives, good faith and whether or not they are actually influenced are irrelevant in determining whether there is a conflict of interest.

The three generally accepted classes of conflict of interest are:

- Pecuniary interest, in the matter before the Committee, which gives rise to a presumption that there is a conflict with the Member's duties. The pecuniary interest may be direct or indirect and involve either financial gain or financial loss.
- Non-pecuniary interest, which may give rise to a perception of conflict between interest and duty. These may be interests or relationships arising out of kinship, marriage, domestic relationships, wider family relationships, employment or membership of community organisations.
- Demonstrated bias; that is the circumstances where a Member by words or action has indicated a commitment to a particular view in respect of an issue such that it is unlikely that the Member may approach the consideration of a decision on that issue with an open mind.

Committee members must, in their own interest, take a precautionary approach to all conflicts of interest. Where a conflict of interest is established committee members must take no part in the discussion of either the matter or the decision. In a case of doubt a member should withdraw.