



# Roseville Coalition of Neighborhood Associations

## Code of Conduct and Ethics

Whereas, the Bylaws of the Roseville Coalition of Neighborhood Associations (RCONA) has established the specific purpose and membership requirements of the organization, RCONA has the responsibility to set a standard and level of behavior that is in the best interests of the entire Roseville community.

RCONA hereby adopts the following code of conduct, standards of behavior, ethical rules and procedures that are applicable to all Neighborhood Association (NA) Board members, officers, committee members and other volunteers serving the community under RCONA authority and in keeping with RCONA's specific purpose and membership requirements.

### I. Personal Conduct

- A. Demonstrate the highest standards of personal integrity, honesty, and truthfulness. Show respect and professional courtesy towards all persons at all times.** *Any differences of opinion which may arise should be expressed in a clear and business-like fashion in any communication—verbal or written. Do not knowingly misrepresent, mischaracterize, or misquote information received from others.*
- B. Renounce harassment of another person.** *Do not use language that is abusive, threatening, obscene, or slanderous, including profanities, insults, or other disparaging remarks or gestures. Personal attacks against other people or property are not consistent with the best interests of the community.*
- C. Do not discriminate against individuals or groups on the basis of race, religion, color, gender, sexual orientation, age, disability, national origin, income, veteran/military status, political affiliation, or any other status or condition protected by applicable state or federal laws.** *Treat all individuals with respect at all times, regardless of personal opinion. RCONA endorses federal, state, and local standards guarding against discrimination of others.*
- D. Renounce any use of position, personal power, or any other manner, which harasses another individual based on any of the protected groups identified in Section I.C. above.**





## Roseville Coalition of Neighborhood Associations

**E. Do not use religious or faith-based references or business profile signatures / personal profile signatures on any communications sent solely for NA or RCONA purposes.** *RCONA has established free websites and electronic mail accounts for NA usage. This does not preclude a member who is a contributing sponsor from using his/her business logo on the NA newsletter or website, or for correspondence specifically related to his/her sponsorship. Electronic lists of any association contacts established for communications purposes within an NA or RCONA organization are the property of the original gathering organization (NA or RCONA); they should not be used for personal purposes.*

**F. Do not use a personal NA Board or RCONA Board position to give the appearance that the NA or RCONA is supporting a personal advertisement or sponsorship unless so authorized.** *NA Board members are eligible to participate as paid advertisers/ sponsors the same as any other non-board member under the same terms and conditions of any policies the NA or RCONA may have established. However, no reference should give the appearance that the NA is endorsing the advertisement or sponsorship unless the NA has actually endorsed and authorized it.*

**G. Do not solicit or accept, directly or indirectly, any gifts, gratuity, favors or any other thing of monetary value other than those donations directed for the use of the whole NA or RCONA's benefit.** *I.E., it would not be appropriate to solicit free rides from a vendor while the general public is paying for that service. This would not prohibit accepting leftover food items that would otherwise be wasted if offered by the vendor.*

## II. Ethical Duties as NA Board Member or RCONA Board Representative

**A. Communicate the interests of the NA Board, its membership, and RCONA completely.** *It is an important duty of any liaison of the RCONA Board or NA Board to keep the NA and RCONA Board informed of any pending items brought to a Board's attention which might be of potential interest to the community at large, regardless of any personal thoughts or adverse positions on the subjects.*

**B. Represent only decisions or opinions of the NA Board and membership as a whole; do not withhold or misrepresent information based on personal interest or opinions on a subject.** *An NA board representative's chief responsibility is to communicate between the neighborhood, its NA Board, and RCONA; strive to express the opinions or decisions of the NA Board and neighborhood as a whole. A formal listing of a full board membership (used as part of a formal letterhead) may be applied so long as the membership does not appear to be endorsing a document issued on behalf or belief of one individual.*





## Roseville Coalition of Neighborhood Associations

**C. Disclosure of Conflict of Interest & recuse if appropriate.** *A conflict of interest may occur when a member has a personal financial interest in a pending issue or when the member's loyalties or actions are divided between the interests of the Association and those of another person, position or entity. If a conflict is declared, whether by the member of interest or by another concerned individual, the NA Board or RCONA Board may wish to discuss further whether recusal is appropriate.*

**D. Commit to good faith effort to resolve any grievances at the Board level.** *Volunteers generally mean well, and members are encouraged to take personal care towards modifying any behavior or action perceived to be in violation of NA and/or RCONA bylaws or the Code of Ethics before proceeding to a more formal 'grievance' action. However, if a situation has not improved, any perceived violation(s) of the NA and/or RCONA bylaws or Code of Ethics should be addressed at the NA Board level, demonstrating esteem and deference for colleagues and any member of the public involved. [RCONA does have a Neighborhood Grievance Appeal Procedure as a follow-up measure if needed.]*

**E. Maintain confidentiality of personal and/or confidential information.** *With the exception of a current RCONA roster provided to the City of Roseville liaison and Roseville Police liaison officer, personal member information is confidential and not to be released beyond the Board's control unless authorized for a specific purpose. RCONA members may be exposed to information not yet available for public release; and that information should remain confidential until release is authorized.*

**F. Technology: Use care with email communications that information of other members is not exposed to outside members.** *Except for emails exchanged within a board conversation with the intent for sharing information, use bcc for addresses on outgoing communications. NA Board lists are the property of the NA organization, and should not be shared with any other organization or considered to be a personal email database.*

This Code of Conduct and Ethics is ratified this 20<sup>th</sup> day of November, 2014 at an open Board Meeting of the Roseville Coalition of Neighborhood Associations where a quorum of the Board was present and will become effective immediately.

  
RCONA President

 12/11/2014  
Date

  
RCONA Secretary

 12/11/2014  
Date