



# 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 community.

RCONA hereby adopts the following code of conduct, standards of behavior, ethical rules and procedures that are applicable to all 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 or personal power to harass another person or in any other way based on that person's religious beliefs, political affiliation, age, national origin, language, appearance, or other personal choices and characteristics.**

**E. Do not use religious or faith-based references or personal business logos / email profile signatures on any communications sent solely for NA or**



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**RCONA purposes.** *RCONA has established free websites and electronic mail accounts for NA usage. Electronic lists established for communications purposes within the NA and RCONA are the property of the NA and RCONA; they should not be considered personal accounts.*

F. **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. Duties as Member of NA or RCONA Board Representative

A. **Communicate the interests of the NA Board, its membership, and RCONA completely.** *It is an important duty of any RCONA or NA liaison to keep the NA and RCONA Board informed of any pending items 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 Board and membership as a whole; do not give personal opinions as representing those of the Board or a committee.** *Do not use full board member names on documents or communications unless the content does in fact reflect a decision or opinion of the full board.*

C. **Disclosure of Conflict of Interest & recusal.** *Whenever a person has a conflict of interest, whether by personal financial interest or when the member's loyalties or actions are divided between the interests of the Association and those of another, s/he must declare that conflict and recuse himself on any related vote in the matter.*

D. **Commit to good faith effort to resolve any grievances at the Board level.** *Any perceived violation of the NA or RCONA bylaws should be addressed by the NA Board level, demonstrating esteem and deference for colleagues and any member of the public involved. [RCONA does have a Grievance Appeal Procedure as a follow-up measure if needed.]*

E. **Make decisions that are consistent with best interests of the overall Association, and which seek to protect and betterp the quality of life within the City of Roseville.** *Relay information and concerns in consideration of the entire City or community; do not withhold or misrepresent information based on personal interest or opinions on the subject.*

F. **Maintain confidentiality of personal and/or confidential information.**

