

# **KINGSHIGHWAY HILLS NEIGHBORHOOD ASSOCIATION**

## **BOARD CONDUCT GUIDELINES**

Being elected as a member of the KHNA Board of Directors is a privilege and a honor. Volunteering your time to serve on the KHNA Board is commendable and is appreciated by your fellow Board members, neighbors, and community.

As a member of the Board of Directors, it is essential that you be available to attend and participate in the Board meetings, the regular monthly general membership meetings, and any special Board meetings in order to be informed of KHNA issues and to provide important feedback.

Though not inclusive, the following guidelines are meant to provide a measure of acceptable behavior.

### **MEETING ATTENDANCE:**

Board meetings:

No more than two of the five regularly scheduled Board meetings shall be missed.

You may miss any two board meetings for an excusable reason. Excusable reasons are: work, illness, out-of-town or family crises/emergency.

Special Board meeting(s) may be called at the discretion of the President.

If you are unable to attend a regularly scheduled or special Board meeting, (after being notified) you must notify a Board officer in advance, preferably the officer who notifies you of the meeting. Your absence will be noted as "UNEXCUSED" if no prior notification is received by an officer.

**General Membership Meetings:**

No more than three of the eight general membership meetings during the fiscal year shall be missed. However, the May and December meetings are mandatory since May is the time of the Board elections and December the Holiday party.

You may miss any three general membership meetings for an excused reason. Excusable reasons are: work, illness, out-of-town or family crises/emergency.

If you are unable to attend a general membership meeting, you must notify a Board officer in advance, preferably the officer who reminded you of the meeting. Your absence will be noted as "UNEXCUSED" if no prior notification is received by an officer.

**CONDUCT:**

At all times, Board members will conduct themselves in a manner so as not to embarrass, disgrace or misrepresent the Association and/or its members.

Unprofessional conduct at any Board meeting, general membership meeting or any time you are acting as a representative of the KHNA will not be tolerated.

Excessive argumentative, disruptive and/or disrespectful behavior towards any officer, member or guest will not be tolerated.

A Board member shall not act in a way to misrepresent or undermine the objectives of the KHNA.

Using your position as a Board member for personal financial gain or partisan activities will not be tolerated.

**PRESENTATIONS:**

Any issue(s) or presentation(s) for discussion at a Board meeting or a general membership meeting must be brought to the attention of the President

prior to the day of the meeting so that it might be included on the agenda, if appropriate.

**CONFIDENTIALITY:**

Confidentiality of Board issues is expected. Remember: What you hear here, say here, do here, stays here!

**CREDIBILITY:**

Duties assigned or volunteered for should be performed in a complete and timely manner. Follow through and meeting of deadlines are expected when making a commitment.

**RESOLUTION:**

Failure to follow any of the above guidelines could result in either the decision to remove you from the Board or the option for you to resign from the Board.

Dated: July 7, 2001  
Approved by the Board of Directors on July 12, 2001  
dm/sab/bs

Revised: 11-6-02  
dm/sab/bs