

## BOARD MEMBER ETHICS

Adhering to a set of ethical standards can help community association board members fulfill their volunteer duties with the community's best interests in mind. The model code below is not meant to address every potential ethical dilemma but is offered as a basic framework that can be modified by any common-interest community.

**Board members should:**

- ① **Serve the best interests of the association as a whole regardless of their personal interests.**
- ② **Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.**
- ③ **Act within the boundaries of their authority as defined by law and the association governing documents.**
- ④ **Provide opportunities for residents to comment on decisions facing the association.**
- ⑤ **Perform their duties without bias for or against any individual or group of owners or nonowner residents.**
- ⑥ **Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.**
- ⑦ **Conduct open, fair, and well-publicized elections.**
- ⑧ **Always speak with one voice, supporting all duly adopted board decisions even if the board member was in the minority regarding actions that may not have obtained unanimous consent.**
- ⑨ **Keep confidential any owner, resident, or other third-party discussions, decisions, and comments made at any meeting of the board properly closed or held in executive session unless specifically authorized by the board.**
- ⑩ **Refrain from making unauthorized promises to a contractor or bidder.**
- ⑪ **Decline gifts directly or indirectly from owners, residents, contractors, or suppliers.**
- ⑫ **Represent only known facts in any issue involving association business.**
- ⑬ **Refrain from personal attacks, harassment, or threats with colleagues, staff, or residents.**

*To learn more about how community associations are organized, governed, and managed, see CAI's **Community Association Living: An Essential Guide for Homeowner Leaders**, at [www.caionline.org/CALiving](http://www.caionline.org/CALiving).*