

# DRFA

**Derby Road  
Fund Association**

## MEMBERS' CODE OF CONDUCT

Holders of office as voting members or non-voting co-opted members of the Derby Road Fund Association have a responsibility to represent the community and work constructively with the Derby Road Fund Association (DRFA), community and stakeholders to achieve the aims of the DRFA. As a condition of standing on the Committee, all members of the Committee will sign up to the Code of Conduct.

Holders of office when acting in this capacity are committed to behaving in a manner that is consistent with the following principles to achieve best value for the residents and maintain community confidence in the DRFA.

### Selflessness

Holders of office should act solely in terms of the interests of the DRFA community. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

### Integrity

Holders of office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties.

### Objectivity

Holders of office should make choices on merit when carrying out DRFA business, awarding contracts or recommending individuals for rewards and benefits.

### Accountability

Holders of office are accountable for their decisions and actions to the DRFA community and must submit themselves to whatever scrutiny is appropriate to their duties.

### Openness

Holders of office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only if and when the wider interest clearly demands.

### Honesty

Holders of office have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects DRFA's interests.

### Leadership

Holders of office should promote and support these principles by leadership and example.

### Declaration of Interest

Holders of office and Committee members must declare, after their nomination but in advance of their election to the Committee, all relevant personal and financial interests to the Secretary or Chair.

Holders must never use their position to seek preferential treatment for themselves, their family or relatives.

### Committee meetings

Committee members should:

- attend meetings – if they are unable to do so, they must send apologies to the Secretary and/or the Chair in advance and read the papers for the meeting beforehand;
- accept collective responsibility for the decisions of the Committee;
- support the Chair at all times in ensuring that members meet the Code of Conduct.

### During a meeting

All members at the meeting are responsible for conducting themselves in a way that does not cause offence or limits the ability of others to participate in the meeting.

Members must:-

- speak in a polite and respectful manner;
- not use rude, obscene or abusive language;
- not behave violently;
- not insult or demean others in the meeting;
- not use racist, sexist or other discriminatory language;

## Zoom / virtual meetings

## Amendment of this code

Only one person shall speak at a time and speakers should not be interrupted.

The Chair of the meeting shall decide who shall speak if two or more people try to speak at the same time.

Members need to be sensitive to others whose first language is not English and are not used to speaking in public.

Members should avoid lengthy discussion of and points of detail on the minutes of previous meetings and matters arising unless there is a fundamental problem.

Members must respect the authority of the Chair.

Members must raise items of any other business with the Chair before the meeting.

Members must avoid:-

- naming individuals.
- public criticism of individuals.
- straying from items on the agenda or introducing side issues.

Voters and members should always be prepared to accept the majority decision and not take such a decision as any form of personal slight or criticism.

It is the responsibility of the Chair with the assistance and co-operation from all members to ensure that the Code of Conduct is adhered to during meetings.

All communications, correspondence and emails sent on behalf of the DRFA must comply with these standards and must be signed by the Chair.

Committee members and all other participants are expected, prior to speaking, to introduce themselves for the benefit of those who may not recognise who is speaking at any given time. Furthermore, they should always make it clear to whom they are addressing a question so as to minimise any misunderstandings.

- This Code may be added to, altered or revoked by the members at a special meeting or at the Annual General Meeting (AGM). Any amendment to be proposed at the AGM must be sent out as part of the AGM agenda.
- In order to be carried, any motion to amend the rules shall require the votes of two-thirds of the members (including proxies if applicable) present at the meeting and entitled to vote.
- In the discussion of a motion to amend the rules, any proposed amendment to the motion may be carried by a simple majority of the members (including proxies if applicable) present and voting at the meeting.

### Allegations of a Failure to Comply with Code of Conduct

All complaints alleging a failure to comply with this Code will be considered in accordance with a procedure agreed by full DRFA AGM.

### To be signed by each elected committee member at the AGM

Signed.....Signed.....

Signed.....Signed.....

Signed.....Signed.....

Signed.....Signed.....

Signed.....DATE:.....