



## Far East Area Commission Conduct Guidelines

I will respect and uphold the values of the Far East Area Commission as follows and as is outlined in the Far East Area Commission Conduct Guidelines:

- **Inclusiveness** – we recognize that diversity is strength and will seek to involve all people, as active participants in their community.
- **Responsive** – we will strengthen the efforts of individuals and groups to meet community needs and make a difference.
- **Quality** – we will strive for excellence in the delivery of our services and activities.
- **Connected** – we will work with others through local and regional cross-sectoral links and partnerships to enhance community well-being.
- **Accessible** – we will provide fair and open access to volunteer opportunities and support.
- **Forward looking** – we will recognize the need for continual review and improvement.
- **Impact focused** – we believe that success is measured by outcomes, and will seek to deliver results that benefit both individuals and the community.

### GENERAL

- I will act within the bylaws of the Far East Area Commission and the Columbus City Code, and abide by the Conduct Guidelines of the organization.
- I will support the mission of the Far East Area Commission, highlighting it and using any skills or knowledge I have to further that mission and seeking the advice of the Chair, where appropriate.
- I will be an active Commissioner/Committee Member, contributing my skills, experience and knowledge to the Far East Area Commission and seeking to do what additional work I can outside of Commission meetings, including sitting on committees.
- I will respect the Far East Area Commission as an organization, its Commissioners/Committee members and their individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will develop an understanding of how the Far East Area Commission operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- I will use the Far East Area Commission's resources responsibly.
- I will seek to be accountable for my actions as a Commissioner/Committee Member of the Far East Area Commission.

## **MANAGING INTERESTS**

- I will act in the best interests of the Far East Area Commission as a whole, considering what is best for the Far East Area Commission and its present and future partnerships and interests, and avoid bringing the Far East Area Commission's integrity in to question.
- If personal interests conflict with Far East Area Commission duties one will seek to recuse themselves per Far East Area Commission's Bylaws and Conduct Guidelines.

## **MEETINGS**

- I will attend all Far East Area Commission meetings or notify the Far East Area Commission Chair 24 hours prior to the meeting. If I cannot regularly attend meetings I will consider whether there are other ways I can engage with the Far East Area Commission.
- I will prepare fully for all meetings. This will include reviewing Meeting Minutes and appropriate zoning materials before meetings and completing any tasks assigned in the agreed time.
- I will actively engage in discussion and vote in meetings; listening carefully, and contributing in a considerate and constructive way.
- I will participate in collective decision making, accept a majority decision of the Commission and will not act individually unless specifically authorized to do so.

## **RELATIONS WITH OTHERS**

- I will show respect to all those I come into contact with through the Far East Area Commission.
- I recognize that the roles of Commissioners, Committee Members, and volunteers of the Far East Area Commission are different, and I will seek to understand and respect the difference between these roles and individuals.
- I will seek to support and encourage all those I come into contact with at the Far East Area Commission and Far East Area Commission meetings. In particular I recognize my responsibility to support the Chairperson and the other Commissioners.
- I will not represent the Far East Commission outside of Far East Commission business as outlined in the Far East Area Commission Bylaws.

## LEAVING THE COMMISSION

- A violation of any part of the Far East Area Commission Communications Policy by a Commissioner, first time occurrence results in a warning, second occurrence may result in removal. A motion is required for the removal of a Commissioner from their Commission seat. Grievances will be heard at the next Far East Area Commission meeting and a  $\frac{3}{4}$  full Commission vote is required for the removal from a Commission seat.
- A violation of any part of these Conduct Guidelines by a Committee Member, may result in the removal from the Far East Area Commission per the Chairperson.
- If removed from the Far East Area Commission for violating the Far East Area Commission Conduct Guidelines, that individual will not be eligible to run for a seat on the Far East Area Commission or serve on a committee with the Far East Area Commission for a period of 1 year.
- If I wish to cease being a Commissioner/Committee Member at any time, I will inform the Chairperson via email, stating my reasons for leaving and the effective date of resignation.

Thank you to Volunteer Now for permitting us to use their guidelines as a template.