



## **Doverbrook Estates Condominium Trust Board of Trustees Code of Conduct**

### **1. Act in the best interest of the community (no personal gain, material or political)**

Board members will work for the common good of the members of Doverbrook Estates Condominium Trust and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Board. Furthermore, I will put the Doverbrook Estates Condominium Trust interests above my own personal agenda.

### **2. Comply with the Law**

Members shall comply with the laws of the nation, the state of Massachusetts, the city of Chicopee, and the Bylaws of Doverbrook Estates Condominium Trust

### **3. Conduct of members (respect for others and language at board meetings)**

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Board members shall refrain from abusive conduct, personal charges, or verbal attacks on the character or motives of other members, management, staff, committee members, or the public.

### **4. Respect for the process (regular attendance)**

Members will make every effort to regularly attend meetings and perform their duties in accordance with established rules of order governing the deliberation of public issues.

### **5. Conduct of meetings (be prepared)**

Members shall prepare themselves for all meetings; listen courteously and attentively to discussions; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

### **6. Decisions based on merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than unrelated considerations.

### **7. Communication**

Members shall share substantive information that is relevant to the matter under consideration which the member may have received from sources outside the decision making process.

### **8. Conflict of interest (nothing for personal gain)**

In order to assure their independence and impartiality, members shall not use their position to influence decisions in which they have a material, personal financial interest, or where they may gain a political advantage.

### **9. Gifts and favors**

Members shall not take special advantage of services or opportunities for personal gain that are not available to all Doverbrook Estates Condominium Trust Unit Owners. They shall refrain from accepting any gifts, favors, or promises of future benefits which might compromise, or give the appearance of compromising, their independence of judgment or action.

**10. Confidential information (respect for confidentiality)**

Members shall respect the confidentiality of information exchanged in executive sessions. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance personal, financial, or other private interests.

**11. Use of Doverbrook Estates Condominium Trust resources (don't ask special favors of the staff)**

Board Members shall not use the resources of the Doverbrook Estates Condominium Trust not available to all Unit Owners of Doverbrook, such as staff time, equipment and supplies, or facilities for private or personal gain.

**12. Representation of private interests**

In keeping with the role of stewards of the Doverbrook Estates Condominium Trust interests, Board Members shall not appear on behalf of the private interests of third parties before the Board of Trustees or any committee.

**13. Positive workplace environment (don't impose expectations or obligations on staff)**

Members shall support the maintenance of a positive and constructive work place environment for employees and for members and businesses dealing with the Doverbrook Estates Condominium Trust. Board Members shall recognize their special role in dealing with employees to in no way create the perception of inappropriate direction to staff.

**14. I will not attempt to interfere with the management of the Trust or the performance of Trust contractors.**

**15. I will always act within the scope of my authority as a director/officer and in the best interests of Doverbrook.**

**16. I understand that no officer or director has any authority to act independently and that all Board Member responsibilities are a direct result of the approval of the Board of Directors.**

**17. I understand that I am the director of a not-for-profit corporation and I will not directly intervene in any Unit Owner disputes.**

**18. I shall at all times remain current in the payment of all fees and expenses charged by Doverbrook Estates Condominium Trust.**

**19. I will not make public statements regarding Doverbrook Estates Condominium Trust without the express authority of the Board of Trustees.**

**20. I recognize that I am a fiduciary on behalf of all Unit Owners and in all decision-making by the Board of Trustees.**

I will attempt to use sound business judgment.

**21. I will be sensitive to individual differences, respectful of dissenting opinions, and cooperative in implementing the will of the majority of the Board of Trustees.**

**22. I will at all times make a full disclosure of any potential conflict of interest, refrain or abstain from voting on any issues that I have a direct economical benefit, and at all times avoid even the appearance of impropriety.**