

Code of Ethics for Whidbey Shores Association Board of Trustees

The Whidbey Shores Association Board of Trustees, and every Board Member, must strive for thoughtful consideration and implementation of the highest ethical standards as community leaders and shall abide to the following ethical standards.

BOARD MEMBERS SHOULD:

1. Strive at all times to 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 governing documents of the association. The governing documents of the association shall include the Articles of Incorporation, the Bylaws, and the Covenants, in their most current form, or in the form when any violation of this standard occurred.
4. Provide opportunities for residents to comment on issues and/or decisions facing the association through member forums prior to regular Board meetings or other similar format, and/or to provide members the opportunity to comment as prescribed by the law, in the governing documents, or by association or Board policy.
5. Perform their duties without bias for or against any individual or group of owners or non-owner 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. Conduct themselves in a professional and courteous manner towards other board members, members, guests, contractors, government agencies and officials, and members of the public, when acting in their official capacity. Board members are encouraged to adhere to this standard at all times, even in their person capacity or as a member of the WSA.

BOARD MEMBERS SHOULD NOT:

1. Reveal confidential information provided by contractors, including any information contained in draft reports or other non-finalized communication, or share information with those bidding for association contracts unless specifically authorized by the board.
2. Disclose any privileged information or draft reports or communication with association contractors to anyone outside the Board, without first obtaining the express, written authority from the Board to do so, after a vote on the issue in which a majority of all Board members vote to approve. Attorney client privileged information may not be disclosed by any Board member(s), nor shall attorney client privilege be violated by disclosure to a third party by any board member.
3. Make unauthorized promises to a contractor or bidder.
4. Advocate or support any action or activity that violates a law, regulatory requirement, the governing documents, or board or association policy.
5. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
6. Propose policy or projects with the purpose of personal gain or advantage or that are meant to benefit them personally and not the interests of the association.
7. Spend unauthorized association funds for their own personal use or benefit.
8. Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers meant to in any way influence the board member. Gifts from family and/or friends given in the normal course of those relationships are excluded.
9. Misrepresent, or withhold, known facts in any issue involving association business.
10. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
11. Make personal attacks on colleagues, staff, or residents.
12. Harass, threaten, or attempt through any means to control or instill fear in any board member, owner, resident, employee, or contractor. Board members may warn or attempt to dissuade any board member, owner, resident, employee, or contractor from violating the law, the governing document, board or association policy, privileged communication, and/or these ethical standards.
13. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.
14. Lie, or materially misrepresent any facts, to the Board or any regulatory or government agency, association owner, resident, or employee.
15. Withhold information from the board that may be germane to any issue involving, or project of, the association.

16. Undermine the board or the association to third parties by spreading untruths or materially misrepresenting any facts regarding any association project or report or situation involving the board, board members, or the association.

Adopted by a vote of the Whidbey Shores Association Board of Trustees on November 16, 2022.