

BALGA Code of Conduct for Officers and Committee Members

Based on the equivalent Code from the National Allotment Society (NSALG)

1 **INTRODUCTION**

- 1.1 This code of conduct describes the standards of behaviour required of BALGA officers and members of any BALGA committee or sub-committee. Where the word 's/he' appears in this Code of Conduct it refers to an officer or committee member of BALGA.
- i) An 'officer' means member with a specific role who has been elected to serve on the Executive Committee.
 - ii) A 'committee member' means one or more of three categories:
 - *Elected member*. A member of the General Committee who has been elected at the BALGA Annual General Meeting and serves for a period of three years.
 - *Co-opted member*. In the event of the prolonged absence of an elected member or if there is a vacancy on the committee, a member may be co-opted onto the committee by that committee.
 - *Advisory Member*. A member of BALGA who has specific knowledge/skills needed periodically by the General or Executive Committee and who may attend for part of a meeting to advise on a particular topic.

2 **QUALIFICATIONS FOR OFFICE**

- 2.1 The BALGA constitution sets out the eligibility criteria for acceptance as a BALGA Officer or member of a BALGA committee
- 2.2 In addition, anyone agreeing to or seeking appointment as an officer or as a committee member must first confirm in writing that they have read and agree to comply with this code in its entirety.
- 2.3 An officer or committee member must notify the Chair or Vice-chair of BALGA immediately if s/he becomes aware of any circumstances that removes or is likely to remove that eligibility for office.

3 **CARRYING OUT RESPONSIBILITIES AS AN OFFICER OR COMMITTEE MEMBER**

- 3.1 S/he :
- i) is bound by a fiduciary duty to act in good faith for the benefits of BALGA.
 - ii) must at all times act in accordance with BALGA rules and policies
 - iii) must not engage in behaviour likely to bring the organisation into disrepute
 - iv) should carry out the duties and responsibilities of his/her respective position to the best of his/her ability
 - v) should understand the limits of his/her duties and responsibilities

4 **CONDUCT AT MEETINGS**

- 4.1 BALGA meetings will be treated as formal occasions at which s/he will facilitate the conduct of business by observing the behaviour standards set out in this code of conduct
- 4.2 Voting will be by a show of hands unless a ballot vote is specified or one is requested
- 4.3 The numbers for and against and abstentions will be recorded
- 4.4 No motion can be rescinded or amended at the same meeting at which it has been passed. Any notice to rescind or amend the motion requires thirty days clear notice and a two thirds majority of those present to be passed.
- 4.5 S/he must:
- i) accept the decision of the committee whether or not s/he voted for it. Once made those decisions should be supported outside the meeting
 - ii) attend at least two thirds of committee meetings a year at the times and dates stated. In the case of unavoidable absence or delay s/he should inform the meeting chair and/or the General Secretary. Exceptions may be agreed by the Committee where mitigating circumstances apply.
 - iii) prepare adequately and properly for each meeting
 - iv) take an active part in discussions and decision making

5 **GENERAL STANDARDS OF BEHAVIOUR**

- 5.1 S/he must display the standards of behaviour that are required to carry out his/her official responsibilities effectively, enable BALGA to function properly and contribute to its proper governance
- 5.2 S/he must endorse the 7 Nolan Public Service Principles –
- **Selflessness** - *Holders of public office should act solely in terms of the public interest.*
 - **Integrity** - *Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.*
 - **Objectivity** - *Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.*
 - **Accountability** - *Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.*
 - **Openness** - *Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.*

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- Honesty - Holders of public office should be truthful

- Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

5.3 S/he must treat other BALGA officers, committee members, plot holders and associate members with civility, fairness, dignity and respect in all dealings.

5.4 On all occasions outside meetings, when conducting BALGA business and representing It, s/he will behave in ways appropriate to the office held and demonstrate his/her belief in the principles and ethical values of BALGA. S/he will not engage in behaviour that brings BALGA into disrepute or prejudices its good standing in any way.

6 CONFIDENTIALITY

6.1 S/he must treat information received in his/her BALGA capacity as confidential.

6.2 Confidentiality shall apply particularly to personal information made known to the committee, the details of committee discussions and the way in which particular members voted. Minutes of meetings remain confidential until they are agreed for publication.

6.3 Only information in the public domain and/or authorised by the committee shall be disclosed. No information shall be used for personal advantage of any sort.

6.4 No unauthorised copies of documents shall be made by any means

6.5 Proper care shall be taken of all documents received at meetings. All such documents shall be stored and disposed of securely.

7 CONFLICTS OF INTEREST

7.1 S/he must avoid any situation which might lead to a potential conflict of interest or conflict of loyalty.

7.2 S/he must complete a conflict of interest disclosure form

7.3 When such a conflict of interest or loyalty occurs or is notified, the committee needs to take action.

7.4 Such actions include:

- i) Not taking part in the discussion and voting of part or all of the meeting
- ii) Not being sent the relevant papers for the issues

8 BREACH OF THIS CODE

8.1 The officer or committee member alleged to have breached this code will be given the opportunity to repudiate the allegation at any meeting at which the allegation is raised or considered.

8.2 At any such meeting the chair may:

- i) Defer the matter to a later meeting
- ii) Ask the officer or committee member to leave the meeting while the remaining committee discuss the matter
- iii) Exclude the member for the rest of the meeting

8.3 If the remaining members consider that a breach had occurred

- i) It will be minuted
- ii) Suitable remedial action may be recommended
- iii) Serious breaches of this code may result in removal from office subject to:

- A three quarter majority vote of the remaining officers and committee members in favour of removal from office on the grounds that it is not in the best interests of BALGA for that person to remain an officer or committee member

- That the officer or committee member whose removal from office is being proposed shall have an opportunity to answer the allegations and rectify them.

- iv) The breach may be reported at the next AGM.

9 RAISING A MANAGEMENT CONCERN

9.1 If an officer or member of a committee has any significant concern about the way BALGA is being administered /managed then s/he should in the first instance raise the concern directly with the Chair, Vice Chair or other member of the Executive Committee. If s/he feels unable to do this or feels it would be inappropriate, then the concern should be raised at a full committee meeting.

9.2 If s/he feels unable to raise the concern within BALGA or believes it would be inappropriate, then s/he should seek advice directly from the National Allotment Society.

I have read and understood the above Code of Conduct and I agree to comply with the Code in its entirety.

Name Role

Signature Date