



Montego Bay Civic Association **BOARD OF DIRECTORS** Operational, Administrative, and Procedures **MANUAL**

August 11, 2012

PURPOSE: This Board of Director's Operational, Administrative, and Procedures Manual (hereinafter referred to as the Director's Manual or Manual) is initially established by the 2011-2013 Board of Directors, to define the procedures the Board will take to carry out the duties and responsibilities required by the MBCA Declaration of Restrictions, the MBCA Bylaws, and the MBCA Articles of Incorporation. This manual is also to serve as a guideline and document the requirements for the day-to-day operations of the Montego Bay Civic Association (MBCA), Inc.

Board of Directors, Officers, and Committee Chairmen

Code of Ethics

As a Director, Officer, or Committee Chairman of the Montego Bay Civic Association, I will:

- Be committed to fulfilling the mission and vision of the Montego Bay Civic Association.
- Focus my efforts on the Montego Bay Civic Association and not my personal goals.
- Use association property, services, equipment or business for the benefit of the Association at Large and not for the gain or benefit of relatives, friends, or myself.
- Respect and support the majority decisions of the Board or Committee.
- Immediately disclose to the Board or Committee any perceived or real conflict of interest of myself or another member as soon as I have knowledge of the potential conflict.
- Approach all issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me or of those we serve.
- Never exercise authority as a member except when participating in a meeting or as delegated by the Board or its President.
- Continue to maintain the Board, Officer, or Chairman candidate qualifications.
- Keep all confidential Board information confidential. If an Owner of the Association would not have access to the same information then it places the Owner at a disadvantage and it would be unethical of the Board Member or Officer to use that information for personal advantage.
- Ensure campaign activities are conducted outside of the primary office of the Montego Bay Civic Association.

General:

- All Directors and Officers must be accessible to the Owners and Officers and other Board Members.
- The Association will provide, upon request, an e-mail address for use by the Officer or Board Member.

- The Association will provide at least one computer for use of Officer or Board Members at the MBCA Office.
- No Owner shall hold more than one office (President, Vice President, Secretary, Treasurer, or Director), unless serving in an acting capacity for a temporary time not to exceed three board meetings. No Officer in an acting capacity will receive a salary, payments, or compensation in any form from the Association for their services.
- No more than one member of a household or property ownership may hold more than one elected office (either Director or Officer) at a time.
- The votes of Members of the Board shall be recorded and published in the minutes of the meeting at which the vote was made.

