

# Arundel Community Land Trust

## CODE OF CONDUCT

### 1 Behaviour as a member of the CLT

Any member who acts in a way that a reasonable person may conclude that the individual or group responsible acted with the intention of causing or risking causing harm to the CLT or with neglect to the same, whether reputational, financial or of any other nature may risk termination of their membership.

### 2 Behaviour as a director of the CLT

Any director who acts in a way that a reasonable person may conclude that the individual or group responsible acted with the intention of causing or risking causing harm to the CLT or to impact on the business being conducted by the board either at its meetings or at any other time, or with neglect to the same, whether reputational, financial or of any other nature will risk termination of their directorship.

### 3 Behaviour during all CLT meetings

Behaviour at a meeting, whether a members' meeting or a meeting of the board of directors, is important to the success of the meeting. Everyone needs to feel that their point was made and understood.

To allow CLT business to progress here are some simple ground rules for behaviour before and during meetings:

All people attending any meeting of the CLT must agree to abide by the code of conduct and act in a manner that supports equal opportunities for all.

They must:

- declare any private interests in the matters discussed
- act appropriately and treat everyone at the meeting with respect
- allow everyone to take part without interruption or intimidation and treat everyone equally

They must not:

- seek to gain any advantage for themselves, their family or friends
- act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory

Everyone is required to respect the ruling of the Chair.

All contributions should be addressed to the meeting via the Chair.

The time available for meetings is finite.

C/o Arundel Town Council,  
The Town Hall  
Maltravers St  
Arundel, BN18 9AP

Contact:

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The Chair of a meeting is allowed to set a time limit on someone who is permitted to speak if needed.

Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.

People should not have meetings within meetings by discussing issues with other individuals or groups of individuals.

Everyone must respect others' contributions and not interrupt when someone is speaking. In contributing to the meeting, everyone will ensure that comments they make do not amount to a personal attack on another individual and should avoid using heated and emotional words or behaviour.

No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the CLT into disrepute.

If, in the opinion of the Chair, a member has acted in a manner contrary to that required by the Code of Conduct, the Chair shall express that opinion to the CLT board and thereafter any board member may move that the member named be no longer heard or that the member named should leave the meeting, and the motion, if seconded, shall be put to a vote of the Board members present forthwith and without discussion. If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the Chair. The Chair may adjourn the meeting or take such further steps as may reasonably be necessary to resolve the matter.

## **4 Majority decisions**

All members must accept and abide by majority decisions.

### **Majority decisions at members' meetings**

If a project is voted on and agreed by a majority of those present at a properly constituted meeting and a member or group of members cannot support the project, their membership of the CLT will not be forfeit unless they fail to act in accordance with this Code of Conduct or their motives show that they do not support the Objects of the CLT.

Within any constraints imposed by the decisions already made, reasonable argument and debate, conducted in a fair way and in accordance with this Code of Conduct, will be encouraged.

### **Majority decisions at meetings of the board of directors**

If any matter is voted on and agreed by a majority of those present at a properly constituted meeting of the board of directors and a director or group of directors cannot support the decision, they must either:

- a) abstain from any adverse comment or action which may impact on the conduct of the board in their support of that decision any following resultant action; or
- b) resign their directorship

Within any constraints imposed by the decisions already made, reasonable argument and debate, conducted in a fair way and in accordance with this Code of Conduct, will be encouraged.

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## 5 Declarations of Interest

Prospective Directors and Directors will be asked to complete Declarations of Interest Forms. It is a Director's responsibility to:

- notify the Secretary promptly of any changes to their declaration
- disclose at the start of any meeting, any interests they anticipate as being relevant to the published agenda
- notify the meeting immediately, if during a meeting any interests become relevant during the course of the discussion that they had not anticipated

Rule 24.5 says that before any meeting of the board, the chair may decide whether a director (other than himself) has a material interest in the matter to be discussed. The chair's ruling is final. In the case of an interest relating to the chair, the deputy chair's ruling is final.

A register of interests will be maintained by the Secretary and a copy kept at the registered office held. Section 8.103 of the C&CBS Act 2014 gives the power to members to inspect the books (including registers) at any reasonable time.

## 6 Confidentiality

Arundel CLT is committed to transparency, however, from time to time some business may need to be declared to be confidential to the CLT board, or a Committee or sub group.

Meetings may occasionally receive information which is not in the public domain often relating to individuals, organisations or financial matters.

It is the responsibility of each individual to ensure that this information remains confidential to the meeting unless prior authorisation has been given by the Chair for this to be discussed elsewhere.

Individuals must never use confidential information for their personal advantage or the advantage or disadvantage of anyone known to them or to disadvantage or discredit the CLT.

Any member guilty of disclosing confidential information may be subject to termination of their membership.

## 7 Breaches of the Code of Conduct

Anyone who does not comply with the Code of Conduct during meetings will be asked to leave by the Chair. Anyone excluded from a meeting because of their behaviour will only be allowed to return to future meetings if they agree to abide by the code of conduct.

Persistent breaches may result in termination of membership.

Persistent breach by a board member may result in that board member forfeiting their position on the board.

Procedures relating to expulsion are set out in Rule 6.10 – 6.16.

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