

Social Service Transportation Advisory Council Membership Code of Conduct Agreement

GENERAL CONDUCT:

- I will act within the bylaws of the SSTAC and abide by the policies and procedures of HCAOG.
- I understand and support the purpose of the SSTAC, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.

MANAGING INTERESTS:

- I will practice ethical decision-making and abstain from voting on matters which may provide personal financial gain.
- I understand that a failure to declare a conflict of interest may be considered a breach of this code.

MEETINGS:

- I will regularly attend SSTAC meetings, and notify HCAOG/SSTAC Chair of my absence in advance of the meeting. It is my responsibility to inform my designated alternate to attend the meeting in my place. I acknowledge that three consecutive absences constitute grounds for removal from the council (notwithstanding extenuating circumstances such as illness, accidents, or serious family issues).
- I will actively engage in discussion, debate and voting in meetings; contributing in a considerate and constructive way by listening carefully and challenging sensitively.
- I will participate in collective decision making, accept a majority decision of the SSTAC and will not act individually unless specifically authorized to do so.

RELATIONS WITH OTHERS:

- I will endeavor to work considerately and respectfully with all those I come into contact with through the SSTAC, including but not limited to SSTAC members, HCAOG staff, and staff members of HCAOG member organizations. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognize that the roles of SSTAC members, HCAOG staff, and HCAOG Board Members are different, and I will seek to understand and respect the difference between these roles.

LEAVING THE COUNCIL:

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the SSTAC.
- Should this happen, I will be given the opportunity to be heard. In the event that I am asked to resign from the Council I will accept the majority decision of the Council in this matter and resign at the earliest opportunity. Or if resignation is not given, I understand that the HCAOG Board may remove me from the SSTAC.
- Receiving warnings or expulsion from local transit providers may be cause for being asked to resign and ultimate removal from the SSTAC.
- If I wish to cease being an SSTAC member at any time, I will inform the chairperson in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

SSTAC Member Signature

Date

Executive Director Signature

Date