

HAWAIIAN PARADISE PARK OWNERS ASSOCIATION CONDUCT POLICY

Date: September 18, 2024 (Passed by the HPPOA Board of Directors)

CONDUCT POLICY

1. PURPOSE:

Hawaiian Paradise Park (HPP) is a private agricultural/residential area. As the population of HPP increases, the sheer number of emerging issues and people with differing points of view will result in situations that inflame tempers or make it difficult to operate in the spirit of Aloha. The HPP Owners Association (HPPOA) is committed to preserving the spirit of Aloha in the way we relate to others in our conduct of business. This policy is the method by which HPPOA defines for all what behavior is not acceptable and the consequences for those who do not relate to each other appropriately. Mutual respect and civility are the driving forces for doing business in our community.

2. POLICY:

Our communications with others in our community and outside entities should always be approached with courtesy and civility. How we treat others is how we expect others to treat us. The following procedures define clearly how we must act in our communications with other individuals and entities.

3. PROCEDURE

These procedures will guide behaviors between Board Members, staff and members/owners. The attachments listed will define and specify offensive behaviors, along with when and how these are to be addressed. Included also is a glossary of terms to assist in defining inappropriate behaviors. Attachment A defines procedures for Board Member conduct.

Attachment B is the Official Letter of Reprimand for Board Members who do not comply with the procedures.

Attachment C is a glossary of terms to help HPPOA members and staff defines unacceptable behavior and list possible actions for negative behaviors. Attachment D is a Code of Ethics that all Board Members sign prior to accepting office. Attachment E defines procedures for staff, expanding on the employee handbook materials. Attachment F deals with membership conduct. The ultimate response to continued misbehavior is civil action. Legal Counsel will be consulted whenever a Board Member and/or staff are involved in protracted misbehavior that is potentially injurious to the Association, other Board Members or staff. Mediation services will be utilized to resolve issues when the procedural elements in the policy have failed to provide a successful resolution.

4. RESPONSIBILITY:

The President of the Board is responsible for enforcement of procedures that pertain to inappropriate communications or actions of Board Members or membership and where Board Members or members are the object or cause of inappropriate conduct, verbal or written.

Both Board Members and members are responsible for maintaining an environment of respect and civility in communicating with consultants, Board Members, staff, Government agencies and members/owners. The General Manager is responsible for assuring a climate of mutual respect and civility is maintained in the staff's relationships with vendors, Board Members, co-staff and member/owners and Government agencies.

Member/owners, whether in roles in voluntary leadership for HPPOA or simply as participants in meetings, are responsible for maintaining appropriate levels of respectful communication.

5. REFERENCES:

HPPOA By laws, HPPOA Personnel Handbook, Roberts Rules of Order, Edition adopted by the Board, HRS Chapter 414 D, and HRS Chapter 421J

Attachment A

HPPOA BOARD AND MEMBERSHIP CONDUCT PROCEDURES

ATTACHMENT A

- A. Board Members, Members of committees, and Members of the association are expected to adhere to respectful modes of communication and behavior with all Board Members, Association staff, consultants, Governmental agencies and HPPOA Members and Committee Members.
- B. When Members are accused of inappropriate behaviors or communications, an immediate response is required. Incidents that are perceived as threatening, disrespectful, or demonstrating willful misconduct or misuse of authority/discretion on the part of a Member require an immediate and decisive response by the Board. The following items outline the specific process for dealing with such misbehaviors.
- C. When a Member exhibits behavior that is offensive, harassing, threatening or blatantly disrespectful in a verbal, non-verbal or written communication, he/she can be confronted by another Member or the Presiding officer and then be "called to order", indicating that said behavior is offensive and needs to stop. If the noted behavior continues or escalates, the offended Member or may request an Executive Board session to discuss the behavior and render a ruling in reaction to the behavior. When the Board is called to Executive session as a result of a behavioral allegation, the Board may take appropriate action including but not limited to a reprimand.
- D. Members at HPPOA functions are expected to maintain civil and non-threatening behavior in interactions with fellow members, HPPOA staff, and Board Members. For meetings to function in a constructive manner, each member must remember that he/she has the responsibility to act in a civil manner, even when events or topics may be controversial or inflammatory.
 1. At HPPOA Membership Meetings during open discussion, a person may address the assembly only after raising a voting paddle and being recognized by the Presiding Officer. Responses are to be limited to 5 minutes, with only one opportunity to make a statement on the agenda issue. (Exception: The member may address the same subject during member input if the member had sign up for input prior to the meeting). Statements not related to the agenda item will not be recognized by the presiding officer.

Attachment B

2. During the time allotted for member input, members are to respect the 3 minute time limit. Continued statements in either open discussion or the member input will be addressed by the Presiding Officer issuing a "call to order" to the offending member. If the offending member continues the disruptive, behavior the presiding officer will ask the person to leave the meeting. Further disruptive behavior will result in a 911 call, or request for the attending police officer to remove the disruptive member. If the behavior escalates and no immediate law enforcement agent is available; the HPPOA membership meeting is immediately adjourned. Behavior resulting in removal will bar this person from membership attendance at any HPPOA function for 1 year.
3. HPPOA members are guests at Board meetings. As such, their input is limited to either the 3 minute owner input or as an invited speaker on an agenda item. Uninvited comments will not be recognized. Repetitive comments will result in the presiding officer issuing a "call to order". Additional outbursts will result in the guest being asked to leave the room and "cool down". Any continuing disruptive behavior will result in the room being cleared by the Board entering into Executive session with only invited participants in attendance.
4. HPPOA Members who interact with HPPOA Staff are expected to treat staff with respect of employer to employee.
5. Members who are dissatisfied with interactions with Staff can contact the General Manager or District Board Representative. Members are expected not to attack or verbally abuse staff whatever the disagreement or complaint they may have presented to the Staff.