**Maine Continuum of Care - MCOC**

**Governance & Structure**

**Revised September 2017**

**Article 12. Code of Conduct**

1. All members of the Maine Continuum of Care have the responsibility for maintaining high standards of honesty, integrity, courtesy, respect, and ethical conduct in all MCOC activities. Members are expected to conduct themselves in a professional and responsible manner while carrying out the business of MCOC and to:
   1. Advocate on behalf of all people experiencing homelessness, or at imminent risk of homelessness, with respect, concern, courtesy, compassion, and responsiveness.
   2. Exercise reasonable care, good faith and due diligence in all MCOC business and act within the boundaries of his or her authority regarding MCOC business.
   3. Carefully prepare for, regularly attend, and actively participate in MCOC meetings, committees, and other assignments.
   4. Accept personal responsibility to be informed of emerging issues and to administer MCOC business with professional competence, fairness, efficiency, and effectiveness.
   5. Approach MCOC activities with a positive attitude and constructively support open communication, cooperation, creativity, dedication, and collaboration.
   6. Respect and value the work done by, and the diversity of, opinions expressed by, other members of MCOC, and our partnering agencies and organizations, and to formally register dissent or disagreement only in an appropriate and professional manner.
2. Members have an obligation to conduct MCOC business within guidelines that prohibit actual, perceived, or potential conflicts of interest and to serve in a manner as to avoid inappropriate personal gain resulting from the performance of MCOC duties.
   1. An actual, perceived, or potential conflict of interest occurs when a Member is in a position to influence a decision that may result in a personal gain for that Member, a relative, or an entity with which the member is associated. Personal gain may result from financial interest, a substantial gift, or any form of special consideration.
   2. MCOC members are expected to identify any conflicts prior to any activities where that would be an issue.
   3. No MCOC member may participate in any decision on any MCOC Application if that member has a direct or indirect interest in any entity that is a party to the application or that has a financial interest in the project.
   4. All members must respect and protect privileged information to which there is access in the course of MCOC duties and may not divulge or profit from the confidential information learned while performing MCOC duties.
3. Any concerns regarding Code of Conduct or Conflict of Interest matters must be brought to the attention of the Steering Committee who will consider all facts and will make a recommend to the full MCOC what further action, if any, should be taken.
4. **Abstention and Recusal Process** If at any time there is a conflict of interest whereby an organization or individual will have a direct interest in the funding, scoring, ranking, or policy decision making, then that organization, representative of the organization or individual will abstain and/or recuse themselves for the process in order to mitigate any perceived conflict of interest. The abstention and/or recusal may be oral or in writing. In addition, the CoC may request an organization, representative of organization or individual to abstain and/or recuse themselves from any activities. The CoC may also elect to develop a subcommittee consisting of members or individuals with no direct interest to make recommendations regarding funding, scoring, ranking, or policy decision.