

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 1 of 16

Code of Conduct for Council Members and Committee Members of the Hong Kong Academy of Accredited Dietitians (HKAAD)

Version	Effective Date
1	DD MM YYYY

Document Number	CC-A-HKA-2018-004-V1
Author	Sylvia. S.W. Lam, Secretary
Custodian	XXXXXX
Approved by	<<Respective Approving Authority>>
Approval Date	<< DD MMM YYYY>>

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 2 of 16

Contents

	Page
1.0 Introduction	3
2.0 Core Values	3
3.0 Prevention of Bribery	3
4.0 Solicitation and Acceptance of Advantages	4
5.0 Conflict of Interest	8
6.0 Use of Confidential or Privileged Information	9
7.0 Members' Business Dealings with HKAAD	9
8.0 Misuse of Official Position	10
9.0 Misconduct of Public Office	10
10.0 Indebtedness	11
11.0 Compliance	11
12.0 Review	11
13.0 Enquiry	11
Appendix I. Extracts from the Prevention of Bribery Ordinance (Cap. 201)	13
Appendix II. Record of Advantages Received for Handling by HKAAD	15

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 3 of 16

1.0 Introduction

The Council of HKAAD aims to provide strategic leadership in the fulfilment of the mission of HKAAD. All Council and Committee members (“Members”) should be committed to the mission, which clearly sets out HKAAD’s aims and the objectives in our particular areas of work.

The Hong Kong Academy of Accredited Dietitians (HKAAD)’s mission is to

- a) To maintain a register of Accredited Dietitians (AD)
- b) To promote and reinforce standards of professional practice and conduct among Accredited Dietitians
- c) To protect the public from malpractice and promote public confidence in the dietetic profession
- d) To ensure the competence of Accredited Dietitians in the field by Continuing Dietetic Education.
- e) To facilitate the public and employers to find qualified Accredited Dietitians for service.
- f) To handle enquiries, complaints or violation of dietetic practice legitimately

Other objectives of the Academy are listed under the Article of Association of the Hong Kong Academy of Accredited Dietitians Limited.

2.0 Core Values

HKAAD is fully committed to the following principles in the delivery of services to the public:

- a) Honesty and integrity
- b) Objectivity and impartiality
- c) Accountability for decisions and actions
- d) Dedication, professionalism and diligence

A Member should uphold the above core values. He/she should always act in the best interest of HKAAD, place public interest above private interest and ensure that his conduct would not bring HKAAD into disrepute.

3.0 Prevention of Bribery

- 3.1 The Prevention of Bribery Ordinance (“POBO”) (Cap. 201) defines Council Members as public bodies and District Council members as public servants. District Council members are henceforth bound by section 4 of the POBO.

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 4 of 16

3.2 A member of a committee under the Council is an agent as defined in the POBO. Therefore, a member of a committee under a Council who is not a member of the Council is an agent of the Council and is bound by section 9 of the PBO whereas the Council is the principal of the committee member.

3.3 The POBO seeks, among other things, to enforce against any abuse of entrusted power or official position by public servants through the solicitation or acceptance of a bribe or an advantage. Members should thoroughly understand the legal requirements and the importance of compliance.

3.4 Section 4 of the POBO makes it an offence for a public servant to solicit or accept, without lawful authority or reasonable excuse, any advantage in Hong Kong or elsewhere as an inducement to or reward for or otherwise on account of his performing or abstaining from performing any act in his capacity as a public servant.

3.5 “Advantage” is defined in section 2(1) of the POBO to mean almost anything, which is of value, except entertainment, which will be covered under a separate heading below. Common examples of advantages include any gift (both of money and in kind), loan, fee, reward, commission, office, employment, contract, service and favour, etc.

3.6 Members should note that one may commit an offence under the POBO irrespective of whether he, or any other person acting on his behalf, directly or indirectly solicits or accepts any advantage, and whether for himself or for any other person.

The relevant sections of the POBO pertaining to public bodies are detailed as Appendix I.

4.0 Solicitation and Acceptance of Advantages

4.1 HKAAD prohibits Members from soliciting or accepting any advantage from any persons or companies having official dealings with HKAAD (e.g. service recipients, suppliers, contractors).

4.2 Even if the offer or does not have any official dealings with HKAAD, a Member should decline an offer of an advantage if the acceptance could affect his objectivity in conducting HKAAD’s business, induce him to act against HKAAD’s interest or place him under an improper obligation, or where he believes the offer or has such an intention, or lead to the perception or allegation of impropriety or conflict of interest.

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 5 of 16

4.3 A Member should always consider the public perception when accepting an offer of an advantage and ensure that the solicitation or acceptance of any advantages can stand up to public scrutiny and will not bring HKAAD into disrepute.

4.4 When a Member is in doubt, he should consult the Management Committee of HKAAD. The Management Committee should provide comprehensive written advice to an enquiring Member, making reference to similar precedent cases if available and applicable, so as to facilitate the Member in deciding if he should accept/decline the advantage offered.

Advantages Offered to Members in Their Official Capacity

4.5 An advantage (e.g. gift, souvenir) presented to a Member by virtue of his official position or on an occasion attended in the Member's official capacity is regarded as an advantage to HKAAD (e.g. a souvenir presented by the organiser of a ceremonial occasion to a Member representing HKAAD to officiate at the ceremony).

4.6 Members should as far as possible decline to accept advantages offered/presented to them by virtue of their official position. Where this cannot be done (e.g. owing to protocol reasons or the need to avoid causing offence or embarrassment, such as where a gift is offered/presented to a Member when attending a ceremonial occasion in his official capacity), he should follow the following guidelines in handling the gifts/souvenirs received.

4.6.1 Contribution to HKAAD's corporate inventory for the item(s):

- a. with cash prizes (e.g. red packets, cash coupons), or
- b. with estimated value over HK\$500.

Members can fill in the form of Record of Advantages Received for Handling by HKAAD as shown in Appendix 2 and submit together with the gifts/souvenirs to Council Secretary or Treasurer for further action. HKAAD should return such item(s) to the offerors if the item(s) are excessive in value.

4.6.2 Personal retention with no declaration required for the following item(s) with estimated value up to HK\$500:

- a) inscribed with the names of companies and/or recipients, the names of the functions, the names and/or logos of organizers, or

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 6 of 16

- b) given to most, if not all participants on a “most-favoured nation” treatment in functions.

If in doubt, Members are advised to act on the side of caution to donate the advantages to corporate inventory for further handling.

Sponsorship for Attending Events Offered to Members in Their Official Capacity

4.7 Members may be offered sponsorship in their official capacity by persons/organisations other than HKAAD itself for official purposes such as attending local/overseas conferences, conventions and product trial activities. Such sponsorship should be regarded as sponsorship offered to HKAAD and referred to the Council Secretary for consideration of acceptance.

4.8 The Council member of HKAAD will consider whether it is appropriate to accept the offer. In considering whether or not to accept the sponsorship offer, the following general criteria are relevant:

- a) acceptance of the sponsorship will benefit HKAAD as a whole;
- b) acceptance of the sponsorship will not bring HKAAD into any disrepute;
- c) the sponsorship is not excessive in value or frequency;
- d) acceptance of the sponsorship will not give rise to any expressed or implied obligation towards the offeror;
- e) to an average person, acceptance of the sponsorship will not give rise to any actual or perceived conflict of interest (e.g. the offeror is a supplier/contractor bidding for HKAAD’s contracts); and
- f) the sponsor will not be given or be perceived to derive an unfair advantage over other persons or organisations.

4.9 If any speaker fees or monetary rewards are offered to Members for delivery of speech or training session in their official capacity, Members should inform the Council Secretary and contribute the speaker fees or monetary rewards to HKAAD.

Acceptance of Entertainment

4.10 Section 2 of the POBO defines “entertainment” as the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 7 of 16

connected with or provided at the same time as the provision of food or drink (e.g. the provision of stage performance at the same time as the meal is served).

4.11 Although entertainment when offered by way of a favour is not an advantage per se and its acceptance is generally not subject to the POBO, a free entertainment may, in certain circumstances, amount to “a discharge of an obligation to pay” which is an advantage under section 2 of the POBO. For example, where a public servant visits a restaurant with which he has official dealings and at the end of the meal the restaurant owner waives the bill, this may amount to an acceptance of an advantage.

4.12 Members should not accept lavish, or unreasonably generous or frequent entertainment, or indeed any entertainment which is likely to give rise to any potential or real conflict of interest, put the Members in an obligatory position in the discharge of their duties, compromise their impartiality or judgement, or bring them or HKAAD into disrepute bearing in mind public perception. When offered entertainment, a Member should consider whether the entertainment offered could be regarded as:

- a) excessive – taking into account its value, substance, frequency and nature;
- b) inappropriate – taking into account the relationship between the Member and the offeror (e.g. whether they have any direct official dealings); or
- c) undesirable – taking into account the character or reputation of the host or known attendees.

Offering of Advantages

4.13 Members are prohibited from offering advantages to any director, or staff of any organisation, for the purpose of influencing such person or organisation in any dealings, or any public official, whether directly or indirectly through a third party, when conducting the business of HKAAD. It is also an offence under the POBO for any person while having dealings with a public body to offer an advantage to the public body’s members and employees.

4.14 Members should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. Where it is necessary or unavoidable due to operational, protocol or other reasons, the number of gifts/souvenirs to be bestowed should be kept to a minimum and the exchange of gifts/souvenirs should

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 8 of 16

be made from organisation to organisation. Gift/souvenir items should not be lavish or extravagant and standard souvenirs inscribed with HKAAD 's logo are preferred.

Records, Accounts and Other Documents

- 4.15 Members should ensure, to the best of their knowledge, that any record, receipt, account or other documents they submit to HKAAD, gives a true representation of the events or transactions reported in the documents
- 4.16 Intentional use of documents containing false information to deceive or mislead HKAAD, regardless of whether the Members may obtain any gain or advantage, may constitute an offence under the POBO (Appendix 1).

5.0 Conflict of Interests

Managing Conflict of Interest

- 5.1 Managing conflict of interest is important to good governance and maintaining trust in public bodies. A conflict of interest situation arises when the “private interests” of a Member compete or conflict with the interests of HKAAD or the Member’s official duties. Private interests include financial and other interests of the Member himself, and those of his connections including family and other relations, personal friends, the clubs and societies to which he belongs, and any person to whom he owes a favour or to whom he may be obligated in any way. Use of official position, use of official information, private investment and outside employment are some common areas in which a conflict of interest may arise between a Member’s official duties and private interests.
- 5.2 A fundamental integrity requirement is that all Members should avoid situations, which may compromise (or be seen to compromise) their personal judgement or integrity at work or lead to conflict of interest.
- 5.3 When a situation involving a conflict of interest cannot be avoided, Members should as soon as possible make full disclosure of all relevant interests which conflict, may conflict or may be seen to conflict with their official duties.
- 5.4 Members shall refer to the refer to *HKAAD Policy on Declaration and Handling of Conflict of Interest and Confidentiality (Document No. ??)*. for any procedures in handling Conflict of Interest .

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
	Pages	Page 9 of 16	

6.0 Use of Confidential or Privileged Information

- 6.1 Members shall not take advantage of, or let any person or organisation benefit from, the confidential or privileged information obtained in his or her capacity as a member and which is not generally available to the public.
- 6.2 Members shall seek confidential or privileged information only in respect of matters of public interest and shall not seek such information for private or personal interests.
- 6.3 Members shall not disclose any confidential or privileged information obtained in his or her capacity as a member of the Council or its committees and hence undermine the interest of the Council.
- 6.4 Members shall refer to the refer to *HKAAD Policy on Declaration and Handling of Conflict of Interest and Confidentiality (Document No. ??)*. for any procedures in handling Confidentiality.

7.0 Members' Business Dealings with HKAAD

- 7.1 Members should avoid entering into any business contract with HKAAD in their personal capacity. Only where this is unavoidable, Members should then adhere to the provisions as set out below in paragraph 6.3 to 6.4
- 7.2 For Members and/or their disclosed interested entities seeking provision of service of HKAAD, the terms of the service should be determined according to HKAAD 's standard commercial terms.
- 7.3 In respect of bidding for HKAAD 's business contracts, Members and/or their disclosed interested entities should adhere to the guidelines on managing possible conflict of interest in bidding for HKAAD 's business contracts as set out by the *HKAAD Policy on Declaration and Handling of Conflict of Interest and Confidentiality (Document No. ??)* .
- 7.4 HKAAD shall maintain a list of business contracts entered with Members and/or their disclosed interested entities and report the relevant information to the Council Chairperson and the Chairperson of the Audit Committee of the Council. Members (including the Council Chairperson), must as soon as practicable after they have become aware of, notify the Council any business dealings entered into by them and/or their disclosed interested entities with HKAAD.

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 10 of 16

8.0 Misuse of Official Position

8.1 Persons occupying public offices are placed in a position of trust and entrusted with certain powers by the public. Our society expects public officials in such a position to exercise the powers and discretions with integrity and fidelity, and in an incorrupt manner to serve the public interest, and should not subordinate the public interest to private interests.

8.2 Members should act impartially and should not use their official position for personal gains nor accord preferential treatment to organisations or persons with whom they have connections. They should not use or permit the use of their official position or title or an authority associated with their public office in a manner that is intended to coerce or induce another person to provide any benefit to himself or his relations, friends or associates. Nor should they use their official position or title in a manner that could reasonably be construed to imply that HKAAD sanctions or endorses their personal activities or those of another.

9.0 Misconduct in Public Office

9.1 A Member who misconducts himself in relation to his official duties may commit the common law offence of misconduct in public office (“MIPO”). The MIPO extends the reach of criminal law beyond bribery into various types of misconduct of public officers when discharging their official duties. The elements constituting the offence of MIPO are as follows:

- (a) a public official;
- (b) in the course of or in relation to his public office;
- (c) wilfully misconducts himself by act or omission (for example, by wilfully neglecting or failing to perform his duty);
- (d) without reasonable excuse or justification; and
- (e) such misconduct is serious, not trivial, having regard to the responsibilities of the office and the office-holder, the importance of the public objects which they serve and the nature and extent of the departure from those responsibilities.

9.2 The misconduct must be deliberate rather than accidental in the sense that the official either knows that his conduct is unlawful or wilfully disregards the risk that his

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 11 of 16

conduct is unlawful. Wilful misconduct without reasonable excuse or justification is culpable.

9.3 The essential feature of the offence is an abuse by the public official of the powers, discretions or duties exercisable by virtue of his official position conferred on him for the public benefit. A public officer may commit MIPO even if his misconduct does not involve any bribery or he does not have any pecuniary gains as a result.

10.0 Indebtedness

10.1 Members are required to notify the Council Chairperson of HKAAD, if proceedings are taken against them with a view to bankruptcy. The Council Chairperson is required to notify the Vice Chairperson if any bankruptcy proceedings are taken against him. Members (including the Council Chairperson) who become insolvent or bankrupt, even though no proceedings have been taken against them yet, should also report their case to HKAAD.

11.0 Compliance

Compliance with the Code

11.1 Members should understand and comply with this Code when performing duties of HKAAD. They should adhere to the spirit and the letter of any rules or orders made for HKAAD's practices and procedures or for Members' behaviour in relation to the business of HKAAD.

11.2 Any breach of the Code by Member that came to the attention of HKAAD will be reported by the Management Committee of HKAAD to the Council Chairperson of HKAAD. In case of suspected corruption or other criminal offences, a report will be made to the ICAC or the appropriate law enforcement agencies.

11.0 Review

This Code is subject to review and revision from time to time by HKAAD.

12.0 Enquiry

Any enquiries, comments or suggestions in relation to this Code may be referred to the Council of HKAAD

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 12 of 16

Appendix I.

Extracts from the Prevention of Bribery Ordinance (Cap. 201)

Section 4 – Bribery

- (1) Any person who, whether in Hong Kong or elsewhere, without lawful authority or reasonable excuse, offers any advantage to a public servant as an inducement to or reward for or otherwise on account of that public servant's -
 - (a) performing or abstaining from performing, or having performed or abstained from performing, any act in his capacity as a public servant;
 - (b) expediting, delaying, hindering or preventing, or having expedited, delayed, hindered or prevented, the performance of an act, whether by that public servant or by any other public servant in his or that other public servant's capacity as a public servant; or
 - (c) assisting, favouring, hindering or delaying, or having assisted, favoured, hindered or delayed, any person in the transaction of any business with a public body, shall be guilty of an offence.

- (2) Any public servant who, whether in Hong Kong or elsewhere, without lawful authority or reasonable excuse, solicits or accepts any advantage as an inducement to or reward for or otherwise on account of his -
 - (a) performing or abstaining from performing, or having performed or abstained from performing, any act in his capacity as a public servant;
 - (b) expediting, delaying, hindering or preventing, or having expedited, delayed, hindered or prevented, the performance of an act, whether by himself or by any other public servant in his or that other public servant's capacity as a public servant; or
 - (c) assisting, favouring, hindering or delaying, or having assisted, favoured, hindered or delayed, any person in the transaction of any business with a public body shall be guilty of an offence.

- (3) If a public servant other than a prescribed officer solicits or accepts an advantage with the permission of the public body of which he is an employee being permission, which complies with subsection (4), neither he nor the person who offered the advantage shall be guilty of an offence under this section.

- (4) For the purposes of subsection (3) permission shall be in writing and -

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 13 of 16

- (a) be given before the advantage is offered, solicited or accepted; or
- (b) in any case where an advantage has been offered or accepted without prior permission, be applied for and given as soon as reasonably possible after such offer or acceptance, and for such permission to be effective for the purposes of subsection (3), the public body shall, before giving such permission, have regard to the circumstances in which it is sought.

Section 8 - Bribery of public servants by persons having dealings with public bodies

- (2) Any person who, without lawful authority or reasonable excuse, while having dealings of any kind with any other public body, offers any advantage to any public servant employed by that public body, shall be guilty of an offence.

Section 9 - Corrupt transaction with agents

- (1) Any agent who, without lawful authority or reasonable excuse, solicits or accepts any advantage as an inducement to or reward for or otherwise on account of his –
 - (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or
 - (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business, shall be guilty of an offence.
- (2) Any person who, without lawful authority or reasonable excuse, offers any advantage to any agent as an inducement to or reward for or otherwise on account of the agent's –
 - (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or
 - (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business, shall be guilty of an offence.
- (3) Any agent who, with intent to deceive his principal, uses any receipt, account or other document -
 - (a) in respect of which the principal is interested; and
 - (b) which contains any statement which is false or erroneous or defective in any material particular; and

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1
		Version:	1
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY
		Next Review:	DD MM YYYY
		Pages	Page 14 of 16

- (c) which to his knowledge is intended to mislead the principal, shall be guilty of an offence.

Section 2 - Definition

Definition of an Advantage

“Advantage” means:

- (a) any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of any description;
- (b) any office, employment or contract;
- (c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- (d) any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
- (e) the exercise or forbearance from the exercise of any right or any power or duty; and
- (f) any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (a), (b), (c), (d) and (e), but does not include an election donation within the meaning of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), particulars of which are included in an election return in accordance with that Ordinance.

Definition of Entertainment

The provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with, or provided at the same time as, such provisions.

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1	
		Version:	1	
	HKAAD HK Code of Conduct for Council Members and Committee Members	Effective Date:	DD MM YYYY	
		Next Review:	DD MM YYYY	
		Pages	Page 15 of 16	

Appendix II.

Record of Advantages Received for Handling by HKAAD

To: HKDA Council Secretary/Treasurer

From: _____ **Position:** _____

Date: _____

Part A (to be completed by Council Member)

Function / Occasion			
Organizer			
Date	MM/DD/YYYY		
Description of item(s)	(1)	Estimated value	(1)
	(2)		(2)
	(3)		(3)

Signature: _____ Name in Block Letters: _____

Date: _____

Part B (to be completed by Council Secretary after receipt of the item/inventory)

Confirmed the above items are received in order.

Signature: _____ Name in Block Letters: _____

Date: _____

Part C (to be completed by Council Treasurer for receipt of cash)

Acknowledge receipt by Treasurer: _____

Total amount of cash: _____

Signature: _____ Name in Block Letters: _____

(insert logo)	Council	Document No.:	CC-A-HKA-2018-004-V1	
		Version:	1	
	HKAAD HK Code of Conduct for Council Members and Committee Members		Effective Date:	DD MM YYYY
			Next Review:	DD MM YYYY
			Pages	Page 16 of 16

Date: _____

DRAFT