



TOMBALL LEGACY SQUARE ADVISORY COMMITTEE CODE OF CONDUCT

I. Purpose

This Code of Conduct establishes the expectations, responsibilities, and professional standards required of all members of the Tomball Legacy Square Advisory Committee (“TLSAC” or “Committee”). Members serve as representatives of the community and as advisors to the Tomball Economic Development Corporation (TEDC) Board of Directors and the Tomball City Council.

By signing this document, each Committee member affirms their commitment to uphold the integrity, credibility, and effectiveness of the Committee’s work and to act at all times in the best interest of the community.

II. Professional Conduct and Participation

Committee members agree to:

1. Act in the Best Interest of the Community

- Prioritize the needs and long-term vision of Tomball Legacy Square.
- Make decisions in a fair, objective, and community-focused manner.

2. Attendance and Participation

- Attend meetings regularly.
- Engage constructively in discussions and decision-making.
- Understand that members who miss:
 - more than **25%** of meetings in twelve consecutive months, or
 - more than **two consecutive meetings** (except for medical reasons), may be removed from service.

3. Preparation

- Review agendas and materials in advance, as available.
- Arrive ready to contribute informed feedback.

4. Respectful Conduct

- Treat fellow members, staff, and the public with courtesy.
 - Maintain professionalism and avoid disruptive behavior.
 - Listen respectfully to differing viewpoints.
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III. Transparency, Ethics, and Conflicts of Interest

Committee members agree to:

1. Avoid Conflicts of Interest

- Avoid any personal, financial, or business interests that could impair—or appear to impair—objective decision-making.
- Not use their position for personal gain.

2. Disclosure Obligations

- Complete and maintain the required Conflict of Interest Disclosure Form.
- Notify the TEDC Executive Director and Committee Chair immediately of any new potential conflict.

3. Recusal Requirements

When a conflict exists:

- File an affidavit with the Committee Secretary.
- Announce the conflict.
- Leave the room during related discussion and voting.

4. Gifts and Influence

- Decline gifts or favors that could be perceived as influencing Committee work.
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IV. Confidentiality and Information Handling

Committee members agree to:

- Protect non-public, draft, or confidential information.
- Refrain from sharing internal documents or discussions outside of official channels.
- Ensure external statements about the project are accurate and align with TEDC guidance.

V. Compliance with Laws and Policies

Committee members agree to:

1. Participate in meetings conducted in an open, transparent, legally compliant manner.
 2. Follow all TLSAC Operating Guidelines and TEDC directives.
 3. Acknowledge Board Oversight: Understand the TEDC Board may remove members if deemed in the Committee's best interest.
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VI. General Expectations

Committee members acknowledge that the redevelopment of Tomball Legacy Square is a multi-year process and that specific outcomes, timelines, and decisions will evolve over time. Recommendations and project direction may shift in response to factors such as funding availability, regulatory requirements, market conditions, and other considerations that may arise beyond the Committee's and TEDC's immediate control. Members agree to approach their service with flexibility and a long-term perspective, recognizing that the overarching goal is to help guide the development of a project that serves the community as a whole and is financially sustainable over time.

Members further agree to:

- Support a collaborative, respectful working environment.
 - Help ensure that the advisory process is transparent and inclusive.
 - Uphold the integrity and public trust placed in the Committee.
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VII. Acknowledgment and Certification

I acknowledge that I have received, read, and understand the Tomball Legacy Square Advisory Committee Code of Conduct. I agree to comply with the provisions contained herein and understand that failure to do so may result in corrective action, including removal from the Committee.

Name (Print): _____

Signature: _____

Date: _____