

GOV 06 Board Code of Conduct

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| Policy Type: | Governance | Policy Number: | GOV 06 |
| | | Policy Approval Date: | April 7, 2011 |
| Policy Title: | Board Code of Conduct | Policy Review Date: | March 3, 2022 |
| | | Next Review Date: | March 2026 |

1.0 Overview

The Board expects of itself and its members proper use of authority and appropriate decorum in group and individual behaviour when acting as Board members.

2.0 Procedure

1. Board members must be loyal to the interests of the diverse community they serve.
 - a. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards, organizations or staffs.
 - b. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the organization's services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility, by adhering to the regulations of the *Municipal Conflict of Interest Act*.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.

- b. Board members must not use their positions to obtain employment in the organization for themselves, family members or close associates.
 3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - a. Board members' interaction with the Chief Executive or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.
 - b. In the case of Board members or committees requesting information or assistance without Board authorizations, the Chief Executive or staff can refuse such requests that require - in the Chief Executive's judgement - a material amount of staff time or funds or are disruptive.
 - c. Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board, with the exception of the Chair or designate.
 - d. Board members will make no judgements of the Chief Executive or staff performance except as that performance is assessed against explicit Board policies by the official process.
 4. Board members will exercise the necessary self-discipline to govern with excellence. Such self-discipline will apply to:
 - a. Attendance
 - b. Informed preparation for Board deliberations
 - c. Policy making principles
 - d. Respective roles
 - e. Rules of order
 - f. Speaking with one voice on a matter arising from a Board decision
 5. Board members will respect and protect all In Camera discussions and confidential materials.
 6. Board members will respect the privacy of others and will not disclose or release by any means to any members of the public, any confidential information
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acquired by virtue of their position within the Library. Members will maintain this obligation even after leaving the Board.

7. Board members and Councillors will not be eligible for employment with the Whitchurch-Stouffville Public Library.
8. Within the framework of the legislative and policy requirements of the *Ontario Human Rights Code*, and the *Harassment-Free Workplace Policy* and the *Violence-Free Workplace Policy*, members will fulfill their responsibilities in ensuring that the Library is free from discrimination and harassment. No Member shall:
 - a. Speak disrespectfully of any member of the Board, staff or volunteers.
 - b. Use offensive words in meetings of the Board or against any Member.
 - c. Speak in a manner that is discriminatory in nature based on an individual's age, colour, ancestry, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity/expression, sex, or sexual orientation.

I hereby acknowledge having read and agreed to comply with the follow Code:

WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY BOARD
CODE OF CONDUCT

Name: _____

Signature: _____

Date: _____