
Policy 4

TRUSTEE CODE OF CONDUCT

1. The Board is committed to ethical conduct and to the responsibility of trustees to properly discharge their duties and to conduct themselves with decorum and professionalism. Specifically, trustees will:
 - 1.1 Carry out their responsibilities as detailed in Policy 3 – Role of the Trustee with diligence.
 - 1.2 Keep confidential any personal, privileged, or confidential information obtained in their capacity as a trustee (the “Confidential Information”) and not disclose the Confidential Information except when authorized by law or by the Board to do so. Trustees shall not divulge the contents of private meetings, recognizing that all information disclosed in private meetings is Confidential Information and that such disclosure could seriously harm the Board’s ability to conduct its business.
 - 1.3 Comply with Part 5 (sections 55 to 64) of the School Act regarding trustee conflict of interest.
 - 1.4 Prior to discussion of any matter at a public meeting where a trustee has a real or perceived conflict of interest, declare that conflict or perceived conflict and not take part in the discussion on the matter or vote on it. The trustee must not discuss the matter outside the meeting with other trustees or exert influence on the decision in which the trustee has a conflict or perceived conflict of interest.
 - 1.5 If the subject matter with respect to which the trustee has a real or perceived conflict of interest is to be discussed in a private meeting, the trustee will immediately declare the conflict and leave the meeting.
2. Other trustees, the Superintendent, and the Secretary Treasurer, may bring forward to a trustee a concern with respect to a real, potential, or perceived conflict of interest.
3. A trustee may request guidance from other trustees, the Superintendent, and the Secretary Treasurer in regard to conflict-of-interest matters.
4. Any declaration of conflict of interest at a public meeting must be recorded in the minutes of the meeting. Any declaration of conflict of interest at a private meeting shall be recorded in the minutes of the next public meeting.
5. A trustee will not use their influence to obtain employment within the District for family members or friends and will not use their position for personal advantage or the advantage of friends and/or family.

6. Trustees will not attempt to exercise individual authority with respect to Board matters, except as explicitly permitted by policies of the Board.
 7. Trustees recognize that only the Board and not individual trustees, may assess the Superintendent's performance.
 8. Trustees will:
 - 8.1 Abide by the policies of the Board, all applicable legislation and regulations, in particular the School Act, and the Oath of Office.
 - 8.2 Respect and abide by the majority decisions made by the Board in legally constituted meetings.
 - 8.3 Endeavour to work with fellow Board members in a spirit of harmony and cooperation even when there are differences of opinion which may arise during debate.
 - 8.4 Ensure that their comments are issue based and not personal, demeaning, derogatory or disparaging with regard to Board staff or fellow trustees, including comments made to media or news outlets.
 - 8.5 Ensure fiduciary responsibility to the Board supersedes any conflicting loyalty such as that to their employer, advocacy or interest groups, and membership on other boards.
 - 8.6 Represent the Board in all Board related matters with proper decorum and respect for others.
 - 8.7 Be aware of their obligations as outlined in the BC Human Rights Code.
 - 8.8 Use discretion at all times to minimize the impression that the individual trustees' statements reflect the position of the Board.
 - 8.9 Ensure the use of electronic devices do not adversely affect the business of a meeting.
 - 8.10 Ensure staff are able to provide objective reports and guidance to the Board without pressure or influence.
 - 8.11 Protect and enhance the reputation of the District and Board.
 9. Trustees are individually responsible for the content of their comments, posts and "likes" on social media and must ensure that their use of social media is consistent with the Trustee Code of Conduct.
 10. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 Appendix – Trustee Code of Conduct Sanctions.
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Legal Reference: Sections 49, 50, (Part 5 Sections 55-64), 65, 85, 94, 95 School Act; BC Human Rights Code

Adopted: Sept 24, 2018

Amended: December 13, 2021