

TRUSTEE CODE OF CONDUCT

Trustees shall:

1. Keep informed on relevant educational development.
2. Respect the decision of the majority as determined within the recognized mandate of the Board, reserving the right to seek changes to these decisions in the future through ethical and constructive channels.
3. Recognize that the responsibility of the Board is to make policy and to give direction, and that the day-to-day administration of the Division is the responsibility of the administration and staff.
4. Realize that a trustee has no legal authority outside the jurisdiction of the Board, must abide by the lines of authority and communication in place between themselves and the staff, and shall not obligate the Board in any way without specific authorization from the Board.
5. Understand the Board governs as one collective entity, and as such Senior Administration acts based on the expressed views of the Board and not individual Trustees.
6. Work with fellow trustees and staff members in a spirit of cooperation regardless of personal differences of opinion; treating all with courteous respect, and encouraging the free exchange of diverse views.
7. Respect the strict confidentiality of all privileged information which has been provided during the course of Division business.
8. Refrain from using the position of trustee for personal gain or the pursuit of personal interest and avoid any situation(s) which might suggest a conflict of interest or the appearance of impropriety in the performance of responsibilities as a trustee.
9. Where any trustee perceiving another trustee to be in conflict of interest shall follow the Conflict of Interest requirements as outlined in the provisions of the Public Schools Act.
10. Provide effective and creditable service by devoting time, thought and study to the duties of a trustee.
11. Provide reasonable notice to the Secretary-Treasurer if they are unable to attend meetings as a quorum is necessary for meetings to commence and continue.
12. Response to Breach of the Trustee Code of Conduct:

Where the Board determines that a breach of the Trustee Code of Conduct has occurred, the Board shall respond by taking a course of action that it deems to be appropriate. Such actions may include but are not limited to the following:

- a. Raise the concern with that member with the intent to resolve the concern.
- b. Censuring the trustee, including in cases of repeated or severe breaches, requesting the trustee's resignation.
- c. Barring the trustee from attending all or part of a meeting of the School Board or a committee of the School Board.
- d. Suspending the trustee from the School Board, including suspending all the trustee's rights, duties, privileges and indemnities as a member of the School Board, for up to three months.

Cross Reference:

Amended Date: April 23, 2014

Policy Review Date: November 21, 2018

Page 1 of 1