



# Board Member Code of Conduct Policy

## Statement of Purpose

Ensure that Library Board members conduct business in a lawful, ethical, and businesslike manner including the proper use of authority and appropriate decorum in group and individual behaviours when acting as Board members.

The Board will adhere to the approved Library policies and act in accordance to the Public Libraries, RSO 1990. C. P. 44

## Definitions

1. "Member" – refers to citizen and councillor volunteers who are appointed to the Perth East Public Library Board
2. "Municipal" – means the Township of Perth East

## Legislative Authority

Oversight of Board conduct is also achieved through existing statutes and policies such as the Criminal Code of Canada and the Ontario Human Rights Code, as well as the following:

- Municipal Act
- Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act

This Code of Conduct is supplementary to existing legislation and policies and is meant to be considered, in whole, with existing laws.

## Scope

This Code of Conduct will be brought forward for review and endorsement by Board Members at the start of each term, and at other times when appropriate to ensure that it remains current and continues to be a useful guide to the Library Board.

## Integrity

Board members will conduct themselves in accordance with the provisions of the Municipal Act and the Library's By-Laws, and will treat library users, volunteers, library staff, Municipal staff and fellow Board members with courtesy and respect.

In the performance of their duties, Board Members will not abuse, bully or intimidate others. Board Members will fulfill their responsibilities by working to ensure that the Library is free from discrimination and harassment.

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Board members will maintain a professional level of courtesy, respect and objectivity in all Board activities. Conducting oneself in a manner that does not damage or undermine the reputation of the Board or Library, avoiding actual impropriety and any appearance of improper behaviour.

### **Transparency, Accountability and Good Governance**

Decision-making authority lies with the Board as a whole, and not with an individual Member, to approve:

- Budget
- Policies
- Board processes
- Commit resources
- Other library matters as they arise

Board members will perform their respective duties with integrity to avoid conflicts of interest, such as:

- 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;
- Board members must not use their positions to obtain employment in the organization for themselves or family members;

Members will be responsible for governing with excellence. Such responsibility will include

- Attendance
- Informed preparation for Board deliberations
- Speaking with one voice on a matter arising from a Board decision
- Policy making principles
- Respect of roles
- Rules of order

Members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board approved policies:

- Board members' interaction with the CEO or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above
- 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

### **Confidential Information**

The Municipal Act entrusts the Board to receive and keep confidential, highly sensitive information, to fulfill its decision-making duties and oversight responsibilities. Confidential information may include, but is not limited to:

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- Personnel matters
- Labour relations
- Litigation
- Project tendering and request for proposals
- Property acquisitions and security of all Library property and materials

Board members agree to respect confidentiality requirements for information received, and will respect the confidentiality and disclosure rules of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

### **Gifts**

Board members will remain free from any improper influence, or the appearance of improper influence, in the performance of their duties.

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