



# Board Member Code of Conduct Policy

## Statement of Purpose

Perth East Public Library Board members commit to conducting business in a lawful, ethical, and businesslike manner. This commitment includes proper use of authority and appropriate decorum in group and individual behaviours when acting as Board members.

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

## Definitions

1. "Members" – 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 beginning 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.

Policy Type: Governance

Policy Number: GOV-09

Approval Date: March 2022

Last Reviewed: March 2026

Next Review: March 2030

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.

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.

### Communication

The Board will communicate policy and strategy speaking with one voice, to ensure adherence to a consistent message. In situations requiring formal communication from the Board, the Chair or designate will be the spokesperson. This includes, but is not limited to, public presentations, presentations to private groups, making statements to the media and/or making statements on social media.

### Transparency, Accountability and Good Governance

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

- Budget;
- Policies;
- Strategic Plan;
- Board processes;
- Commit resources;
- Other library matters as they arise.

Board members will perform their respective duties with integrity to avoid any conflict of interest or appearance of conflict of interest with respect to their fiduciary responsibility in compliance with the Municipal Conflict of Interest Act.

- There must be no personal business conducted by a member with the library. Members will disclose to the Board their involvement with other organizations, with vendors or any associations that might or might reasonably be seen as being a conflict of interest.
- Board members must not use their positions to obtain employment in the organization for themselves or family members. Should a Board member be considered for employment with the library, they must temporarily withdraw from Board deliberation, voting and access to applicable Board information.

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;

Policy Type: Governance

Policy Number: GOV-09

Approval Date: March 2022

Last Reviewed: March 2026

Next Review: March 2030

- Support the vision and mission as set out in the Perth East Public Library Strategic Plan;
- Respect of roles and a clear distinction between Board and CEO roles;
- Following rules of order;
- Support intellectual freedom in the selection of library resources;
- Engage with the Township of Perth East Council to advocate and build support for Library strategic and budget priorities;
- Engage in public advocacy for the library.

### Authority

Members will 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

### Conduct at Meetings

During Board meetings, committee meetings, or other special purpose meetings, members will conduct themselves with decorum and in accordance with the Library Board's Governance By-Laws. Respect for delegations, staff, and Board members, requires that all Board members show courtesy and not distract from the business of the Board during presentations and during meetings.

### 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:

- 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.

Policy Type: Governance

Policy Number: GOV-09

Approval Date: March 2022

Last Reviewed: March 2026

Next Review: March 2030

Board Members should not solicit or accept any gifts, payments, tickets, favours or any form where its acceptance could result in a conflict of interest by placing the Board Member under obligation or compromising their integrity.

#### Remuneration

Board members serve without remuneration yet can be reimbursed for reasonable expenses incurred while acting in an official capacity.

Policy Type: Governance

Policy Number: GOV-09

Approval Date: March 2022

Last Reviewed: March 2026

Next Review: March 2030