

POLICY 4: TRUSTEE CODE OF CONDUCT

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The Board commits itself and its members to conduct which meets the highest ethical standards. It is expected that all personal interactions and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

Specifically

1. Trustees shall carry out their responsibilities as detailed in Policy 3 – Role of the Trustee with reasonable diligence.
2. Trustees shall endeavour to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate.
3. Trustees shall act in good faith and shall commit themselves to dignified, ethical, professional and lawful conduct.
4. Trustees shall exercise honesty in all written and interpersonal interaction, never intentionally misleading, surprising or misinforming each other.
5. Trustees shall reflect the Board's policies and resolutions when communicating with the public.
6. Trustees shall comply with provincial and school system requirements relating to all matters of confidentiality. In the course of their duties, Trustees may become privy to confidential information received outside of "in-camera" meetings.
 - 6.1. Trustees shall keep confidential any personal, privileged or confidential information obtained in their capacity as a Trustee and not disclose the information except when authorized by law or by the Board to do so.
 - 6.2. Trustees must not access or attempt to gain access to confidential information in the custody or control of the school division unless it is necessary for the performance of the Trustee's duties and is not otherwise prohibited by the Board, and only then if the information is acquired through appropriate channels in accordance with applicable Board Policies and Administrative Procedures.
 - 6.3. Trustees must not use confidential information to the detriment of a school division employee or for personal benefit or for the benefit of any other individual or organization.
 - 6.4. If a trustee receives unsolicited confidential or proprietary information from any source, it must be brought to the attention of the Superintendent immediately.
7. While elected from specific wards, Trustees shall represent the best interests of the entire Division and make every reasonable effort to protect the integrity and promote the positive image of the organization and one another.
8. Board members will serve the interests of the citizens of The Bow Valley. Members recognize this responsibility to the whole to be greater than but not limited to, the following:

- 8.1. any loyalty a member may have to any other advocacy, interest or political groups;
 - 8.2. loyalty based upon membership on other boards or staffs;
 - 8.3. the personal interest of any Board member who is also a parent or guardian of a student in the organization; and
 - 8.4. being a relative of an employee of the organization.
9. Trustees shall disclose the nature of any conflict of interest, and abstain and absent themselves from discussion or voting on the matter in question.
 10. Trustees shall not use their influence to advance personal, family or friends' interests or the interests of any organization with which the Trustee is associated.
 11. 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.
 12. Trustees shall disclose the nature of any pecuniary interest as outlined in the Education Act Section #85 and abstain and absent themselves from discussion or voting on the matter in question.

Legal Reference:

Section 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89 Education Act

History

Prepared: March 2020
Amended: June 2021