

**POLICY 4**

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**TRUSTEE CODE OF ETHICS**

The Board believes the individual trustee must adhere to a, Trustee Code of Ethics whereby the trustee strives to represent all the citizens of the community and is responsible to the electorate through the democratic process. The Board further believes that trustees are children's advocates whose first and greatest concern should be the best interest of each of these children. In carrying out the role of trustee, the Board expects members to adhere to the following Code of Ethics:

1. I will devote time, thought, and study to the duties of a Board member in order to be effective and provide credible service.
2. I will observe rules of order, the policies of the Division, and the laws, rules and regulations governing education in Alberta.
3. I will work with fellow trustees in a spirit of harmony and co-operation in spite of differences of opinion.
4. I will represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
5. I will consider information received from all sources and base personal decisions upon all available facts while maintaining confidentiality of privileged information.
6. I will abide by and uphold final majority decisions of the Board.
7. I will work together with fellow trustees to communicate to the electorate all the facts about our schools.
8. I will interpret the needs of the community to the Division and the School Division's actions to those we serve.
9. I will provide leadership to the community through setting goals and policies for educational programs and by regularly evaluating these in light of the wishes and expectations of the Division's stakeholders.
10. I will remember at all times that individual trustees have no legal authority outside the meeting of the Board, and therefore relationships with the school staff, the community, and all media of communication should be conducted on this basis of fact.
11. I will resist every temptation and outside pressure to use the trustee position to benefit either oneself or any other individual or agency apart from the total interest of the Division.
12. I will recognize that the primary function of the Board is to establish policies by which schools are to be administered and that administration of the education program must be left to the employed Superintendent and Division staff.
13. I will encourage active co-operation by stakeholders with respect to establishing policies.

- 14. I will provide effective trustee service in the spirit of teamwork and devotion to public education.
- 15. I will act as a trustee of this Division and work carefully to ensure that it is well maintained, fiscally secure, and operating in the best interests of those we serve.
- 16. I will declare any conflict of interest between personal life and the position on the Board and abstain from voting when appropriate.

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Trustee Signature

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Date

Legal Reference: Section 60, 81, 82, 83 School Act

*Revised: January 26, 2011*

## TRUSTEE CODE OF ETHICS SANCTIONS

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Ethics Policy, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
2. In particular, the Trustee Code of Ethics requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature.
3. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board Chair. If unresolved, the suspected breach of security will go to an in-camera meeting of the Board. If, by majority vote at a public meeting, the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:
  - 3.1 The Board Chair shall request that the Superintendent or designate (as Head of the Division under the Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at an in-camera meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
  - 3.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and the Superintendent.
  - 3.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
  - 3.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at an in-camera meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.
  - 3.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.
4. A violation of all other sections of the Code of Ethics shall result in:
  - 4.1 The Board Chair writing a letter of censure marked "Personal and Confidential" to the trustee in question. This occurs only after having such action discussed and agreed upon by a majority vote of trustees present at an in-camera meeting of the Board. A majority of trustees at a public meeting of the Board shall immediately approve this decision.

- 4.2 For a subsequent occurrence, at a public meeting of the Board, a motion of censure shall be presented against the trustee in question; and/or
- 4.3 For a third and subsequent occurrences, at a public meeting of the Board, a motion to remove the trustee in question from one (1), or more, of all Board appointments may be presented.