



SCHOOL DISTRICT NO. 10 (ARROW LAKES) POLICY MANUAL

121 – Trustees Code of Conduct

Board of Education Code of Conduct

- 1.1 The Board and Trustees shall operate in an ethical and businesslike manner. This commitment includes proper use of authority, appropriate decorum, and respect for others when representing the Board.
- 1.2 Trustees are expected to:
 - 1.2.1 Maintain the integrity, confidence and dignity of the office of School Board Trustee.
 - 1.2.2 Act with fidelity to the district, which supersedes any conflicting interests with respect to individual communities, advocacy or interest groups, other councils or boards, or personal interest.
 - 1.2.2.1 Trustees have a fiduciary responsibility to the Board and will avoid any conflicts of interest. Any conflicts of interest are to be disclosed prior to any consideration of the matter, and the Trustee shall not take part in any consideration or discussion, shall not vote or try to influence the vote on any question with respect to the matter. Conflicts of interest must be disclosed even if the Trustee is not in attendance at a meeting where the matter is under consideration.
 - 1.2.3 Abide by the policies of the Board, all applicable legislation and regulations, in particular the School Act and the Trustee Oath of Office.
 - 1.2.4 Only exercise individual authority over the organization when explicitly set forth in Board policies or as authorized by the Board.
 - 1.2.5 Maintain confidentiality of correspondence, reports, emails, and other information placed in confidence with Trustees and matters discussed at Board meetings closed to the public.
 - 1.2.6 Recognize their duty to represent and advocate for the best interests of all students.

- 1.2.7 Make themselves knowledgeable about the roles and responsibilities of people who work with and for the Board and respect their dignity and rights.
- 1.2.8 Recognize the high level of responsibility and conduct that elected trusteeship demands.

Breach of the Code of Conduct

- 1.3 Misconduct or a breach of the Trustees Code of Conduct may result in the imposition of sanctions on the offending Trustee.
 - 1.3.1 Prior to instituting sanctions, the Board shall seek that appropriate, conciliatory measures are taken, commensurate with the underlying factual context.
 - 1.3.2 The Board will ensure it follows a fair process, including due notice of the alleged misconduct and a fair opportunity to respond.
 - 1.3.3 By motion at a meeting of the Board closed to the public, the Board may institute, without limitation, any or all of the following sanctions:
 - Writing a letter of apology;
 - Participating in a restorative justice process;
 - Participating in specific training, coaching, or counselling as directed by the board;
 - Being subject to a motion of censure passed by a majority of the voting trustees at a Board meeting closed to the public; or
 - Being removed from one, some, or all board committees or other appointments by a majority of voting trustees at a Board meeting closed to the public.

Code of Conduct Review

- 1.4 The Board shall review this policy regularly, including within six months of the Inaugural Board meeting.