



<b>Policy Title:</b>	<b>Code of Conduct for Library Board Members</b>
<b>Policy Type:</b>	<b>Board</b>
<b>Policy #:</b>	<b>BD 003-08</b>
<b>Policy Authority:</b>	<b>Board</b>
<b>Effective Date:</b>	<b>November 2020</b>

## **PURPOSE**

Ensure that Library Board members, including Advisory Committee 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.

## **POLICY**

### **Governing Style/Accountability**

The Clarington Public Library Board will govern with a style that emphasizes:

- Its civic trusteeship obligation for the Clarington Public Library;
- Encouragement of, and respect for, diversity of opinions;
- Strategic leadership;
- Clear distinction between Board and CEO roles;
- Collective, rather than individual decisions.

Furthermore, the Library Board will:

- Speak with one voice once a decision is reached and a resolution is passed by the Board;
- Respect the confidentiality appropriate to issues of a confidential nature;
- Support intellectual freedom in the selection of library resources.

### **Authority**

Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board 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.
- Board members will make no judgments of the CEO or staff performance except as that performance is assessed against explicit Board policies by the official process.

## **Conflict of Interest**

Library Board members must avoid any conflict of interest with respect to their fiduciary responsibility in compliance with the Municipal Conflict of Interest Act:

- 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, family members or close associates;
- Should a Board member be considered for employment, s/he must withdraw temporarily from board deliberation, voting and access to applicable board information.

## **Loyalty**

Board members must represent unconflicted loyalty to the interests of the library. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. As well, this accountability supersedes the personal interest of any Board member acting as an individual customer of the library's services.

## **Gifts**

In their capacity of Board members, Board members shall not accept a gift, favour or service from any individual, organization or corporation, other than the normal exchange of hospitality between persons doing business together, tokens exchanges as part of protocol; the normal presentation of gifts to persons participating in a public function.

## **Personal Issues**

Board members making public statements on personal issues that impact them as residents of Clarington must not identify themselves as members of the Library Board.

## **Remuneration**

Board members serve without remuneration but are reimbursed for reasonable expenses incurred while acting in an official capacity. Such expenses will be reimbursed as per Clarington Public Library Board *Expenses Policy* (BD 002-04).