
**FORT MCMURRAY CATHOLIC SCHOOLS
BOARD OF GOVERNANCE POLICY**

Policy Name: Code of Conduct **Number:** GP-8
Policy Type: Governance Process **Date Approved:** June 26, 2000

The Board expects of itself and its Members ethical, businesslike and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board members. It expects its Members to treat one another and staff members with respect, co-operation and a willingness to deal openly on all matters.

1. Board members must represent unconflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Member acting as an individual or organizational consumer of the organization's services. Members are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. Members shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
2. Members shall disclose conflict of interest with respect to their fiduciary responsibility.
 - 2.1 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 otherwise "inside" information. Members will annually disclose their involvements with other organizations, with vendors, or any associations, which might be or might reasonably be seen as being a conflict.
 - 2.2 When the Board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment on the issue not only from the vote, but also from the deliberation.
 - 2.3 Board members will not use their Board position to obtain employment in the organization for themselves, family members, or close associates. Should a Board member apply for employment, he or she must take a leave of absence from the Board. If hired, he or she must first resign from the Board.

3. Board Members will respect Board confidentiality.
4. Board Members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - 4.1 Board members' interaction with the Superintendent or with staff must recognize that any individual Member or group of Members does not have authority other than that explicitly stated in Board policy.
 - 4.2 Board Members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Member(s) to speak for the Board except to repeat explicitly stated Board decisions.
 - 4.3 Board members will make no judgments of the Superintendent or staff performance except as that performance is assessed against explicit Board policies by the official process.
 - 4.4 Board Members shall not encourage direct communication with employees who attempt to bypass administration but shall encourage employees to utilize reporting lines within the administration to bring their concerns to the Board.
5. Board Members shall be familiar with the incorporating documents, by-laws, regulations, and policies of the organization as well as the rules of procedure and proper conduct of a meeting so that any decision of the Board may be made in an efficient, knowledgeable and expeditious fashion.
6. Members will be properly prepared for board deliberation.
7. Board Members shall regularly take part in educational activities which will assist them in carrying out their responsibilities.
8. Board Members shall attend meetings on a regular and punctual basis. Absence of a Member from more than three consecutive meetings without just cause shall be cause for suspension of honorarium.
9. Members shall ensure that unethical activities not covered or specifically prohibited by the foregoing or any other legislation are neither encouraged nor condoned.
10. Board Members shall adhere to the Code of Ethics adopted by the Alberta School Boards Association.
11. In addition, Catholic school trustees require additional qualifications:
 - the desire to be a leader in the faith community

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- the commitment to helping students become spiritually, physically, mentally and morally strong.
 - the willingness to explore and grow in their own faith community
 - the willingness to devote time to trustee work
12. A Board Member who is alleged to have violated the Code of Conduct shall be informed in writing and shall be allowed to present his views of such alleged breach at the next Board meeting. The complaining party must be identified. If the complaining party is a Member, he and the respondent Member shall absent themselves from any vote upon resolution of censure or other action that may be brought by the Members. Members who are found to have violated the Code of Conduct may be subject to censure.