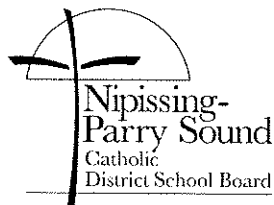


BOARD POLICY



POLICY: GP 7

SUBJECT: TRUSTEES' CODE OF CONDUCT

POLICY STATEMENT

The Board of Trustees commits itself and its members to exercising the distinctive nature of its Catholic trusteeship and to ethical, respectful, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

1. Trustees must act as witnesses to the faith and agents of the English Catholic community, unconflicted by loyalties to staff or individual staff members, other organizations or special interest groups, and any personal interest as a consumer of board services.
2. Trustees must perform their obligations under section 218.1 of the Education Act, namely:
 - A. carry out their responsibilities in a manner that assists the Board in fulfilling its duties under all applicable laws and guidelines;
 - B. attend and participate in meetings of the Board, including meetings of Board committees of which they are members;
 - C. consult with parents, students and supporters of the board on the board's multi-year plan;
 - D. bring concerns of parents, students and supporters of the Board to the attention of the Board;
 - E. uphold the implementation of any Board resolution after it is passed by the Board;
 - F. entrust the day-to-day management of the Board to its staff through the Board's Director of Education;
 - G. maintain focus on student achievement and well-being; and
 - H. comply with this code of conduct.
3. Trustees are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. Board members shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
4. Trustees must avoid conflict of interest with respect to their fiduciary responsibility as outlined in Bylaw 5.7.
5. Trustees may not attempt to exercise individual authority over the organization.
 - A. When interacting with staff, Board members must recognize that individual Board members have no authority to instruct or evaluate the Director of Education or employees, and no authority to insert themselves into employee operations.

BOARD POLICY

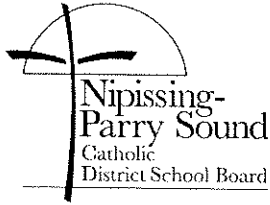


POLICY: GP 7

SUBJECT: TRUSTEES' CODE OF CONDUCT

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- B. Trustees' interaction with public, press or other entities must recognize the same limitation and the inability of any trustee to speak for the Board except to repeat explicitly stated Board of Trustees' decisions.
- a. Trustees will keep the Chair of the Board and the Director of Education or his/her designate informed when responding to the concerns of the community.
- C. Except for participation in Board deliberation about whether reasonable interpretation of Board policy has been achieved by the Director of Education, trustees will not express individual judgments of performance of employees of the Director of Education,
6. Trustees will treat all other Trustees and Board staff with dignity and respect, acting as a model of exemplary governance in accordance with Catholic values.
- A. Trustees will not engage in disparaging communication in any forum or format about another Trustee, a staff member, or any person, recognizing that expression of a diversity of views is permitted in a respectful manner.
7. Trustees will respect the confidentiality appropriate to issues of a sensitive nature as well as confidentiality required of all 'in camera' sessions of the Board.
8. Trustees will hold themselves and each other accountable for their performance.
- A. Trustees are expected to participate fully in the work of the Board of Trustees.
- a. Trustees are expected to attend all meetings of the Board of Trustees and Board committees to which they have been assigned.
- b. Any Trustee who does not intend to be present at a meeting shall inform the office of the Secretary of the Board not later than twelve noon of the day on which the meeting is to be held. Should the Secretary find out that there will not be a quorum, he/she shall cancel the meeting.
- c. Trustees will be properly prepared for Board of Trustees deliberation.
- d. Trustees shall be familiar with the incorporating documents, relevant legislation and regulations, by-laws, and governing 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.
- e. Trustees shall regularly take part in educational activities that will assist them in carrying out their responsibilities.

BOARD POLICY



POLICY: GP 7

SUBJECT: TRUSTEES' CODE OF CONDUCT

- B. Concerns with Trustee performance will be brought to the attention of the Chair of the Board in writing.
 - a. The Chair of the Board will attempt to facilitate a resolution.
 - b. The Board of Trustees will determine if the Trustee's performance has breached this code of conduct.
 - c. Trustees lodging or named in the complaint on another Trustee's performance shall not participate in the decision-making process outlined above.
- C. Trustees found to be in breach of this code of conduct by the Board may be censured, and may also be:
 - a. barred from attending all or part of a meeting of the Board or of a committee of the Board;
 - b. barred from sitting on one or more committees of the Board for a specified period; or
 - c. subject to a withholding from the Trustee honorarium because of absence from meetings of the Board or a committee.
- 9. A Trustee who is censured may apply to the Board for reconsideration in which case sections 281.3(6) to (9) of the Education Act shall apply.
- 10. Even if the Board's consideration of a Trustee's breach of this code of conduct, sanction(s) or application for reconsideration is conducted *in camera* because of its subject matter, the Board's voting on resolutions pertaining to such matters shall be open to the public.

Monitoring: October	Method: Internal	Frequency: Biennial
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Revision Date(s): 2008 10 28 (NPS 82-08) 2016 11 29 (NPS 137-16) 2019 03 26 (NPS 41-19) 2022 03 29 (NPS 64-22) 2022 09 27 (NPS 143-22)	Review Date(s): 2016 10 25 2022 02 24 2018 04 24 2022 04 26 2018 10 30 2022 09 26 2020 04 28 2022 10 25 2020 10 27

Chair of the Board

Secretary of the Board