

## **Board Code of Conduct**

**Policy Type:** Governance

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Within the framework of the Stormont, Dundas and Glengarry County Library's **Purpose of the Board** and **Duties and Responsibilities of Individual Board Members** policies, it is the duty of Library Board members to maintain high ethical standards. This commitment includes the proper use of authority, appropriate decorum in group and individual behavior and respect for others and their contributions to the Library. As such:

### **1. Respect**

Within the framework of the legislative and policy requirements of the ***Ontario Human Rights Code***, Stormont, Dundas and Glengarry County Library Board members will fulfill their responsibilities in ensuring that the Library is free from discrimination and harassment. No Board member shall:

- a) Speak disrespectfully of any member of the Library Board, staff or volunteers.
- b) Use offensive words in meetings of the Library Board or against any member of the Board.
- c) Speak in a manner that is discriminatory in nature based on an individual's age, colour, ancestry, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity/expression, sex, or sexual orientation.

### **2. Library Board meetings**

With the understanding that Library Board meetings are public and that members' behaviours affect the image of the Stormont, Dundas and Glengarry County Library (also known as "SDG Library"), Board members shall:

- a) Not speak on any subject other than the subject in debate.
- b) Obey the decision of the Board Chair or of the Board on questions of order or procedure or upon the interpretation of the Library Board's **Procedure Bylaw**.

### **3. Use of Library Property and Resources**

Members will only use SDG Library facilities, equipment, supplies, services or other resources for the business of the Library.

#### 4. Privacy and Confidential Information

Board members will respect the privacy of others and will not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their position within the Library. Members will maintain this obligation even after leaving the Board.

#### 5. Conflict of Interest

Within the legislative framework of the ***Municipal Conflict of Interest Act***, Library Board members will act in the public interest and not engage in conflicts of interest, either apparent and real. Members' duties and responsibilities to the Library should not compete with private interests, financial or otherwise, and/or the interests of family, friends or associated organizations.

Board members will not accept payments to make referrals, or to act as a paid agent before the Board.

#### 6. Political Neutrality

Library Board members will not use SDG Library facilities, equipment, supplies, services (including staff services) or any other resources for election campaign or campaign-related activities.

Board members will not use a position of authority at the SDG Library to compel staff or volunteers to engage in partisan political activities.

#### 7. Gifts

Members will not accept or provide any gift or benefit where it may be, or perceived to be, in exchange for favour or influence.

Exceptions:

- Small gifts (cards or food items, such as chocolates or cookies)
- Advertising material (calendars, scratch pads, pens, t-shirts)
- Any hospitality or gift that has a monetary value under \$100

#### 8. Complaints

Library Board members, employees, or members of the public who have reasonable grounds to believe that a Board member may have contravened this **Board Code of Conduct**, may submit a complaint to the Stormont, Dundas and Glengarry County Library Board by filing a completed, dated, and signed letter with the Board's Secretary, or with the Library Board Chair.

Any Board Member who identifies or witnesses behaviour or an activity by a fellow Member of the Board that is believed to be in contravention of this Code, should first inform the Member of these concerns, providing an opportunity for them to address the issue and/or modify their conduct.

Those with ongoing concerns regarding continued non-compliance may file a complaint with the Board Chair. Any such complaint concerning the conduct of the Board Chair should be directed to the Vice-Chair. The Chair or Vice-Chair shall then investigate the complaint and provide the full Board with a report of their findings and any recommended remedies.

Policy Source: Ontario Library Service (OLS) – *Gov-01 Purpose and Duties of the Board (Appendix A)*, revised September, 2018

Related Documents: Stormont, Dundas and Glengarry County Library Board – **Purpose of the Board; Duties and Responsibilities of Individual Board Members; Procedure Bylaw**

***Human Rights Code***, R.S.O. 1990, c. H19; ***Municipal Conflict of Interest Act***, R.S.O. 1990, c. M.50; ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, c. M.56