

# Code of Conduct for Library Board Members Policy

<b>Policy Type:</b> Governance	<b>Policy Number:</b> GOV-01
<b>Policy Title:</b> Code of Conduct for Library Board Members	<b>Policy Approval Date:</b> April 2024
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## Purpose

Ensure that Library Board members, including Board Committee members, conduct business in a lawful, ethical, and businesslike manner.

## Governing Style & Accountability

The Norfolk County Public Library Board will govern with a style that ensures:

- Its civic trusteeship obligation for the Norfolk County Public Library;
- Encouragement of and respect for diversity of opinions;
- Proven strategic leadership;
- A clear distinction between Board and CEO roles;
- A collective, rather than individual decisions.

Furthermore, the Library Board will:

- Speak with one voice once a decision has been reached, and a resolution passed;
- Prepare for meetings to make informed decisions and actively participate in carrying out the work of the Board including committee involvement;
- 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 outlined in Board policies:

- Board members' interaction with the CEO or 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 concerning 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 others;
- Should a Board member be considered for employment, they must withdraw temporarily from board deliberation, voting and access to applicable board information.

## **Conduct at Meetings**

During Board meetings, committee meetings, or other special purpose meetings, members shall conduct themselves with decorum and in accordance with the Library Board's Procedural Bylaws. Respect for delegations, staff, and Board members requires that all Board members show courtesy and not distract from the business of the Board during presentations and during meetings.

## **Loyalty**

Board members must represent commitment 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. This accountability supersedes the personal interest of any Board member acting as an individual customer of the library's services.

## **Confidential Information**

Board members shall not disclose or release by any means, including social media, to any person either in oral or written form any confidential information acquired by virtue of their office except when required by law to do so. Board members have a duty to hold in strict confidence all information concerning matters dealt with in meetings closed to the public in accordance with the Public Libraries Act, or any other legislation. All information, documentation or deliberation received, reviewed, or taken in closed session of the Board or its committees is confidential unless the matter ceases to be confidential as determined by the Board.

## **Gifts**

In their capacity as Board members, Board members shall not accept a gift, favour or service from any individual, organization or corporation other than the usual exchange of hospitality between persons doing business together, token exchanges as part of the protocol; the typical 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 Norfolk County must not identify themselves as members of the Library Board.

## **Remuneration**

Board members serve without remuneration, yet can be reimbursed for reasonable expenses incurred while acting in an official capacity.

## **Contraventions**

Any contraventions of the Code of Conduct will be addressed by the Human Resources Committee of the Board. The Board could take action up to and including requesting to Norfolk County Council for dismissal.