



# Leeds and the Thousand Islands Public Library Board

## Policy

<b>SECTION: GOVERNANCE</b>	<b>NO: GN-02</b>
<b>TITLE: Board Code of Conduct</b>	<b>Date: February 2022</b>
	<b>Next Review Date: February 2025</b>

### 1.0 Policy Statement

1.1 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. This policy outlines the Code of Conduct for all Leeds and the Thousand Islands Public Library Board Members.

### 2.0 Respect in the Workplace

- 2.1 Within the framework of the legislative and policy requirements of the Ontario Human Rights Code, and the Workplace Harassment and Discrimination and the Prevention of Workplace Violence Policies, members will fulfill their responsibilities in ensuring that the Library is free from discrimination and harassment. No Member shall:
- Speak disrespectfully of any member of the Board, staff or volunteers.
  - Use offensive words in meetings of the Board or against any Member.
  - 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.
- 2.2 Board members will be required to sign off on the Workplace Harassment and Discrimination and the Prevention of Workplace Violence Policies during the Board Orientation process.

### 3.0 Individual Authority

- 3.1 The Library Board acts as a whole; individual board members cannot exercise authority over the organization.
- 3.2 Unless previously authorized by the board, an individual member cannot present themselves to the public, press, or other entities, as representing the board as a whole. In these cases, it should be clear that individual Board Members can speak only on their own behalf.

3.3 Members shall accurately communicate the decisions of the Board even if they disagree with the majority decision of the Board, and by doing so affirm the respect and integrity in the decision-making process of the Board.

#### **4.0 Conduct at Board meetings**

4.1 With the understanding that Library Board meetings are public and that their behavior affects the image of the Leeds and the Thousand Islands Public Library, Board members shall:

- Follow the agenda and keep off-topic discussion to a minimum
- Conduct themselves in a professional manner
- Protect the privacy staff and patrons when discussing library issues in the public meeting,
- Follow the decision of the Chair or of the Board on questions of order or procedure or upon the interpretation of the rules of the Board

#### **5.0 Use of Library Property and Resources**

5.1 In their official capacity, members will only use Library facilities, equipment, supplies, services or other resources for the business of the library.

5.2 Should board members wish to use library space, equipment or resources that are typically available for rental/borrowing for personal use, they will be expected to follow policies and procedures set out for patrons. Board members will not receive preferential treatment.

#### **6.0 Privacy and Confidential Information**

6.1 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.

6.2 Members will maintain this obligation even after leaving the Board.

#### **7.0 Conflict of Interest**

7.1 Within the legislative framework of the *Municipal Conflict of Interest Act*, Board members will act in the public interest and not engage in conflicts of interest, either apparent or real.

7.2 The duties and responsibilities to the Library should not compete with private interests, financial or otherwise and the interests of family, friends or associated organizations.

7.3 Members will not accept payments to make referrals or to act as a paid agent before the Board or Board Committee.

## 8.0 Political Neutrality

- 8.1 Members will not use Library facilities, equipment, supplies, services (including staff services) or any other resources for election campaign or campaign-related activities.
- 8.2 Members will not use a position of authority at the Library to compel staff or volunteers to engage in partisan political activities.

## 9.0 Gifts

- 9.1 Members will not accept or provide any gift or benefit where it may be, or perceived to be, in exchange for favour or influence.
- 9.2 Board members may accept the following:
- Promotional/Advertising material (calendars, scratch pads, pens, t-shirts)
  - Invitations from charity or not-for-profit organizations to attend their events
  - Food and beverages at banquets, receptions, meetings, ceremonies or similar events;
  - A memento received by a Member at a function honoring the Member, or received as a result of being a speaker, participant or representative of the Library Board at an event
  - Small gifts or draw prizes received at conferences or similar

History			
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