



Board Code of Conduct Policy

Purpose and Scope

This policy defines the code by which Burlington Public Library Board Members will conduct business with each other, with library staff and with the library's partners.

Statement of Code of Conduct

Board Members are committed to act in an ethical, lawful and business-like manner. This commitment includes the proper use of authority, appropriate decorum in group settings and individual behaviour when acting as Board members.

Board Members shall support the interest of Burlington Public Library when making or influencing decisions.

Board Members shall understand and follow the Municipal Conflict of Interest Act.

Board Members must avoid any financial conflict of interest. There will be no conducting of private business or personal services between any Board Member and the Burlington Public Library except as procedurally controlled to assure openness, competitive opportunity and equal access to information.

Board Members will not use their positions to obtain employment in Burlington Public Library for themselves, family members or close associates.

Board Members may not attempt to exercise individual authority over any facet of the Burlington Public Library, the Chief Executive Officer, or other employees except as explicitly set forth in Board policies. Except for participation in the performance evaluation of the Chief Executive Officer, Board Members will not express individual judgements of performance of employees or of the Chief Executive Officer.

Board Members are expected to attend all regular Board meetings and other scheduled meetings. Board members are expected to inform the Board Chair and Chief Executive Officer of an anticipated absence from a regular or other scheduled meeting.

In compliance with the *Public Libraries Act*, if a Board Member is absent from three consecutive meetings of the Board without a Board resolution, the remaining Board Members shall declare that seat vacant.

Members of the Board who must resign before the end of their term of appointment on the Board shall inform City Council through the Clerk of the City of Burlington, the Board Chair and the Library Chief Executive Officer in writing, specifying the effective date of their resignation.

Board Members shall respect the confidentiality of all information discussed in Closed Sessions and hold in strict confidence all information concerning matters dealt with in

Closed Sessions. Board Members shall not release, make public or in any way divulge any such information or any aspect of Closed Session deliberations, unless expressly authorized or required by law to do so.

All decisions will be respected by all members of the Burlington Public Library Board.

The Chair is the primary spokesperson of the Board. Any Member speaking on behalf of the Board must present Board positions fairly, accurately and without bias. Board Members expressing individual comments or personal opinions should clearly identify such remarks as personal and not those of the Board as a whole.

Board Members interaction with the public, press or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board except to repeat explicitly stated Board decisions.

Effective Date: Jan 1996

Projected Review Date: June 2020

Motion #/Date: #96-07, Jan 18, 1996

Amended Dates: #99-23, May 20, 1999

#16-59, June 16, 2016

Associated Procedures: