

MEDICINE HAT SCHOOL DISTRICT NO. 76

TRUSTEE CODE OF CONDUCT

POLICY

Trustees shall abide by the following Code of Conduct.

CODE OF CONDUCT:

1. Trustees shall be familiar with the School Act, regulations, and policies of the School District, 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.
2. Trustees shall make it very clear that they are not speaking for the Board when interacting with the public, media or other entities. When officially delegated to do so, Trustees shall represent the Board's corporate position when interacting with the public or other entities.
3. Trustees shall, when approached by a **parent or community member** with regard to specific concerns about operations or personnel, direct the individual first to the employee's direct supervisor (i.e. the Principal), and then to the Superintendent. Where the specific concern relates directly to the Superintendent, the complainant should be directed to the Chair of the Board of Trustees.
4. Trustees shall, when approached by a **staff member** with regard to specific concerns about operations or personnel, direct the individual first to the employee who is the subject of the concern, then to that employee's direct supervisor(s), and finally the Superintendent as per Policy 350. Where the specific concern relates directly to the Superintendent, the complainant should be directed to the Chair of the Board of Trustees.
5. Trustees shall not judge, discuss, nor evaluate the performance of a staff member with any person, especially fellow Trustees, except as provided for under law, or when acting as a member of the Board on a matter under appeal to the Board.
6. Trustees shall not discuss anything that has been discussed in a closed meeting of the Board with anyone other than those present at the closed meeting, or other persons as provided for under law.
7. Trustees shall abide by all relevant legislation and all policies of the school jurisdiction.

BREACH OF CONDUCTION – PROCESS:

8. Where a person believes that a Trustee has breached the Trustee Code of Conduct, that person may file a written complaint with the Chair of the Board, or if the Chair is the subject of the complaint, with the Vice Chair of the Board.
 - (a) The receiver of the complaint - the Chair or Vice Chair, as the case may be, will forward the written complaint to the person alleged to have breached the Trustee Code of Conduct.
 - (b) The Chair or Vice Chair may invite the two parties to engage in a mediation process. Should the two parties agree to engage in mediation, the Chair or Vice Chair shall appoint an external mediator to conduct the mediation. Should this mediation result in the complainant withdrawing the complaint, then the matter would be considered resolved and the process would be at an end.
 - (c) Should the complaint not be resolved through a mediation process, the complaint will come before the Board in a duly called Committee of the Whole meeting.
 - (d) At this Committee of the Whole meeting, the complainant and the Trustee alleged to have breached the Trustee Code of Conduct will have opportunity to speak to the Board of Trustees, and respond to questions put to them by members of the Board. Officials may be present in an advisory capacity.
 - (e) Following this, the complainant and the Trustee alleged to have breached the Trustee Code of Conduct will leave the meeting and the remaining members of the Board of Trustees will decide if there is validity to the complaint. Such decision must have the support of two thirds of those remaining Board members.
9. Where a complaint has been judged to be valid the Board shall take the following measures:
 - (a) On the first occurrence of a valid complaint, a letter of censure shall be sent to the offending Trustee by the Chair or the Vice Chair who received the initial complaint. Such letter shall be marked as “personal and confidential”.
 - (b) On the second occurrence of a valid complaint, the Board shall move a motion of censure at a regular meeting of the Board. Those Trustees who are eligible to vote on this motion are the same members who participated in the process as outlined in 8(e) above.
 - (c) On the third or subsequent occurrence of a valid complaint, the Board shall move a motion of censure at a regular meeting of the Board or take further action as provided for under law. Those Trustees who are eligible to vote on this motion are the same members who participated in the process as outlined in 8(e) above.

ANNUAL REVIEW AND COMMITMENT TO CODE:

10. At the first meeting of the school year, or at the organization meeting, the Board will review and read this Trustee Code of Conduct. Each member of the Board shall attest to their participation in this process by signing a form provided by the Secretary Treasurer.

**Approved:
June 1, 2004**

**Reviewed:
December 15, 2009**