

Trustee Code of Conduct

Policy References	Policy Development Tracking
External: Education Act: Section 71 School Division Administration Regulations: 10,11 Internal:	Adopted: June 28, 2011 Amended: June 26, 2018

The Board commits itself and its members to ethical and businesslike conduct. This includes proper use of authority, appropriate decorum, and mutual respect when acting as members of the Board.

Specifically

1. Trustees shall serve the Sun West School Division to the best of their abilities, and shall be accountable for making decisions in an effort to meet the educational needs of all students. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards. It also supersedes the personal interest of any member of the Board acting as a consumer of the Sun West Board of Education's services.
2. Trustees shall abide by the Code of Ethics for trustees established by the Saskatchewan School Boards Association (see Policy 4 – Appendix A – Saskatchewan School Boards Association Code of Ethics).
3. Devote time, thought and study to the duties of a trustee so that they may render effective and creditable service.
4. Work with their fellow trustees in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
5. Work together with fellow trustees to communicate to the electorate all the facts about our schools.
6. Provide leadership to the community through setting goals and policies for educational programs and by regularly evaluating these in the light of the wishes and expectations of the Division's stakeholders.
7. Support the provincial and national school board associations for the future of trusteeship in this province and the nation.
8. Provide effective trustee service to the community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.
9. Represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
10. Act as a trustee for the Division to ensure that it is well maintained, fiscally secure, and operating in the best interests of those we serve.
11. Trustees shall respect the confidentiality appropriate to issues of a sensitive nature.

12. Trustees shall avoid conflict of interest with respect to their trusteeship responsibility:
 - 12.1 There shall be no conduct of private business or personal services between any member of the Board and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to “insider” information;
 - 12.2 When the Board is to decide upon an issue about which a member has a conflict of interest, that member shall absent him/herself without comment from not only the vote, but also from the deliberation;
 - 12.3 Trustees shall not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a trustee desire employment in the organization, (s)he shall first resign;
 - 12.4 Trustees shall disclose their involvement with other organizations, with vendors, or any other associations which might produce a conflict; and
 - 12.5 Trustees who receive a pecuniary benefit or gift which exceeds fifty dollars (\$50.00) in value from any person or group having an association with the Board shall disclose the matter at a closed meeting of the Board.
13. Trustees shall not attempt to exercise individual authority over the organization except as explicitly set forth in policies of the Board:
 - 13.1 Trustees’ interaction with the Director or with staff shall recognize the lack of authority vested in individuals except when explicitly authorized by the Board;
 - 13.2 Trustees’ interaction with public, media or other entities shall recognize the same limitation and the inability of any member of the Board, except for the Chair, to speak for the Board. Trustees may speak about what the Board has decided, and individuals may state the reason for their vote; and
 - 13.3 Trustees shall not give undue weight to an individual’s judgment of the performance of the Director or of staff.
14. Trustees absent from the Division for an extended period shall, for emergency contact purposes, ensure that the office of the Director is made aware of their whereabouts.
15. Consequences for the failure of individual Trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 – Appendix B – Trustee Code of Conduct Sanctions.

Appendix A – Saskatchewan School Boards Association Code of Ethics

Policy References	Policy Development Tracking
<p>External: Education Act: Section 87 School Division Administration Regulations 10, 11, 12</p> <p>Internal:</p>	<p>Adopted: June 28, 2011</p> <p>Amended: June 26, 2018</p>

1. I will be motivated by an earnest desire to serve my school division to the best of my ability to meet the educational needs of all students.
2. I will recognize that the expenditure of school funds is a public trust, and I will endeavour to see that the funds are expended efficiently, in the best interests of the students.
3. I will not use my position for personal advantage or to the advantage of any other individual apart from the total interest of the school division, and I will resist outside pressure to so use my position.
4. I will act with integrity, and do everything possible to maintain the dignity of the office of a school board member.
5. I will carry out my duties objectively, and I will consider all information and opinions presented to the board in making my decisions, without bias.
6. I will work with other board members in a spirit of respect, openness, cooperation and proper decorum, in spite of differences of opinion that arise during debate.
7. I will accept that authority rests with the board and that I have no individual authority outside the board, and I will abide by the majority decisions of the board once they are made, but I shall be free to repeat the opinion that I upheld when the decision was made.
8. I will express any contrary opinion respectfully and honestly, and without making disparaging remarks, in or outside board meetings, about other board members or their opinions.
9. I will communicate, and conduct my relationship with staff, the community, other school boards and the media in a manner that focuses on facts.
10. I will not divulge confidential information, which I obtain in my capacity as a board member, and I will not discuss those matters outside the meetings of the board or the board's committees.
11. I will endeavour to participate in trustee development opportunities to enhance my ability to fulfil my obligations as a school board member.
12. I will not conduct myself in a manner which is intended to be to the detriment of another school board.
13. I will support the value of public education, and will endeavour to participate, and encourage my board to participate, in activities that support or promote public education in Saskatchewan.



Appendix B – Trustee Code of Conduct Sanctions

Policy References	Policy Development Tracking
External: School Division Administration Regulations 10,11, 12 Internal:	Adopted: June 28, 2011 Amended: June 26, 2018

1. The Trustee Code of Conduct requires that the Board commit itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum and mutual respect when acting as members of the Board.
2. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
3. In particular, the Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature.
4. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If by majority vote at a public meeting of the Board, the Board agrees that a failure has occurred, the following procedure shall be invoked:
 - 4.1 The Board Chair shall request that the Director or designate for the Sun West School Division (as head of the Sun West School Division under the Local Authority Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter.
 - 4.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Director.
 - 4.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
 - 4.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked “Personal and Confidential” is required to be discussed and agreed upon by a majority of trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.
 - 4.5 For a subsequent occurrence, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.
5. A violation of all other sections of the Code of Conduct shall result in:
 - 5.1 The Board Chair writing a letter of censure marked “Personal and Confidential” to the trustee in question. This occurs only after having such action discussed and agreed upon by a majority vote of trustees present at a closed meeting of the Board. A majority of trustees at a public meeting of the Board shall immediately approve this decision.

- 5.2 For a subsequent occurrence, at a public meeting of the Board, a motion of censure shall be presented against the trustee in question.
6. For a third and subsequent occurrences of any violations, at a public meeting of the Board, a motion to remove the trustee in question from one (1), or more, of all Board appointments may be presented.