

## **Blackmud Creek Community League Board and Community League Member Code of Ethics and Conduct Policy**

### **PREAMBLE**

This policy consists of moral obligations aimed at upholding the dignity and integrity of community leagues within the Edmonton Federation of Community Leagues (EFCL).

### **1. LAWS**

Board Members must always observe and respect municipal, provincial, and federal laws of the land. Board Members assume the responsibility to advise the proper authority if they become aware through their position of any illegal behaviour.

### **2. BYLAWS**

It is the duty of a Board Member to strictly observe the Bylaws of the Blackmud Creek Community League (BCCL) as registered under The Societies Act.

### **3. EFCL DECISIONS**

Board Members shall comply with decisions made by the EFCL membership at general meetings that are relevant to the community league.

### **4. BCCL POLICIES & PROCEDURES**

Board Members shall comply with all BCCL policies and procedures.

### **5. BOARD MEMBER BEHAVIOUR**

Each community league, and therefore its Board Members, should endeavour to keep good relations with other community leagues, the City of Edmonton, the Government of Alberta, the EFCL, school boards, and churches and businesses within the boundaries of the community league.

Board Members are expected to attend regular BCCL Board meetings as much as reasonably possible, and demonstrate a commitment to the volunteer role that they have assumed.

#### **5.1. Professional Conduct**

Board Members of the BCCL shall commit to behaviour consistent with

principles of professional conduct.

- a) They shall demonstrate a high standard of integrity in the performance of their duties, without regard to race, creed, colour, religion, ethnic origin, sex or political affiliation.
- b) Act fairly and bring concerns to the attention of the chairperson if they have reason to believe any of the following situations have arisen:
  - i) The development of inappropriate relationships with staff, volunteers, their families or friends; and
  - ii) A conflict of interest and/or any situation from which personal gain may be achieved.
- c) Provide staff and volunteers with clear, decisive support and guidance related to professional conduct.
- d) Respect the BCCL's property, materials, and equipment.
- e) Take ownership for actions and decisions made while volunteering.

## **5.2. Loyalty and Integrity**

Board Members must uphold the principles of loyalty and integrity to the interests of the membership.

- a) Board Members are responsible to represent the overall interests of the BCCL, and not personal agendas and interests.
- b) Board Members must not withhold information if it is a matter of concern to the BCCL.

## **5.3. Conflict of Interest**

Board Members must avoid any conflict of interest with respect to their responsibility as a Board Member.

- a) Any Board Member of the BCCL who may be in a position or whose family may be in a position to derive any direct or indirect financial benefit from any financial transaction with the BCCL must disclose this situation and withdraw from discussions and the decision making process.
- b) No Board Member shall use his/her position with the BCCL to secure personal privileges or advantages which may infringe upon the rights and dignity of the membership or the BCCL.
- c) There must not be any self-dealing or any conduct of private business or personal services between any Board Member and the BCCL, except as procedurally controlled to ensure openness, competitive opportunity, and equal access to otherwise "inside" information.
- d) Should a Board Member be considered for employment by the BCCL, he/she must temporarily withdraw from Board

deliberations and voting. If they are hired for a paid position they must resign from the Board.

#### **5.4. Authority**

Board Members may not attempt to exercise individual authority over the BCCL except as explicitly set forth in Board policies and the Bylaws.

- a) Board Members' interactions with staff must recognize the lack of authority on any individual member or group of members, except as set out in other policies.
- b) The authority of the Board Members, except for the Chair, to interact with the public, press, or other entities must be clearly defined in terms of scope, timing, issues, topics, policies and stances taken by the Board as a whole.
- c) Board Members will make no judgments of staff performance except as that performance is measured against Board policies using an approved method.

#### **5.5. Advantage or Benefit**

Board Members may not use Board information for their own direct benefit or advantage. This requires that information be kept confidential wherever required in the best interests of the BCCL.

- a) That part of a meeting when sensitive issues or intimate personnel matters may be disclosed shall be kept confidential. The proceedings of any meeting of the Board or any part of a meeting of the Board, or of any committee which are conducted in private, including the minutes or any records, shall be kept in confidence by every member of the Board and by the staff and by any member or any committee or other person invited or permitted to attend the meeting.

### **6. COMMUNITY LEAGUE MEMBER BEHAVIOUR**

Community league members in good standing must not engage in activity that may be injurious to the community league and its ability to carry out its purposes and requirements.

- a) Community league members shall refrain from nominating individuals for election to the Board that are a member of an active sub-committee of the community league. This represents a conflict of interest. The Board may choose to appoint a Board member to serve as a Board representative at sub-committee meetings.
- b) Community league members shall refrain from nominating

individuals for election to the Board for the position of President, or Vice President in the absence of a successfully elected candidate for President, in accordance with the experience requirements set in the BCCL Election Policy & Procedures. Having an inexperienced individual in charge of leading all activities of the BCCL would significantly impact in a negative manner the community league's ability to effectively and correctly carry out its purposes and operational requirements.

## **7. CODE OF CONDUCT ACTION PLAN**

Board Members must carry out duties specified in the Bylaws in good faith with a reasonable degree of diligence, care, and skill. If a Board Member is deemed to be negligent in carrying out his/her duties, then the Board has the right to take such action as the Board deems appropriate and in accordance with the Bylaws. Such action may include:

1. An offending Board Member may be censured by the Board Chair with a letter being sent to the member, outlining the circumstances and corrective actions.
2. The removal of the Board Member from their position by a voting process in accordance with the Bylaws.