

## **TRUSTEE CODE OF CONDUCT**

### **A. Trustees**

In working to make our mission statement a reality, the Board of Trustees of Kelsey School Division accepts the following principles to guide its interactions with various people in its work as trustees:

1. While charged with the ultimate responsibility for the operation of the School Division, trustees will abide by the provisions of all federal, provincial and local legislation, including but not limited to human rights statutes, *The Public Schools Act*, and school division by-laws and policies.
2. Trustees recognize that the School Board's authority rests with the corporate body, not with individual trustees, and therefore will speak or act on behalf of the School Board only if they have been authorized to do so.
3. Trustees will work in partnership with the Senior Administration Team, and recognize that most direction to Senior Administration will come through collective Board decisions.
4. Trustees will strive to attend all regular and special meetings of the School Board and those committees on which they serve, and if unable to do so, advise the appropriate individuals of their pending absence.
5. Trustees will review meeting agendas and other relevant information prior to board and committee meetings, and arrive at such meetings informed and prepared to contribute to the open and honest discussion about matters before the board or committee. Trustees will respect the confidentiality concerning privileged information.
6. Trustees will listen respectfully and with an open mind to the full range of opinions on each matter before them, and make their decisions based on the merits of these varying opinions.
7. Trustees will treat Board colleagues, divisional and school staff, students and community members in a respectful and courteous manner, and refrain from using abusive or denigrating language in any dealings with them.
8. Trustees will support the majority decisions of the Board by providing to those who ask the rationale for such decisions.
9. Trustees retain the right to a dissenting opinion and to seek changes to decisions of the Board through ethical and constructive channels.
10. Trustees will offer information, ideas or suggestions without expressing specific expectations for action.
11. Trustees have the right to make reasonable requests for information from existing reports, and about policies, programs and services.

|  |                   |
|--|-------------------|
| <b>Kelsey School Division<br/>Box 4700<br/>The Pas, MB R9A 1R4</b> | <b>Code : BCA</b> |
|--|-------------------|

12. Trustees will provide information about repeated commentary from the community regarding employee performance without becoming involved in the process of supervision.
13. As individuals, trustees will generally relate information, ideas or suggestions through Senior Administration Team members and not contact school staff directly.
14. Trustees will direct complaints through proper channels: teacher, principal, Senior Administration and Board, recognizing that it is not the role of an individual trustee to solve a complaint but to provide information and to make sure the complainant knows the process.
15. In relationships with school advisory councils, trustees agree that the Chair of the Board and/or the Superintendent is/are the official spokesperson(s) for the Board on School Divisional issues, especially to the media. As individuals, trustees may respond to questions on matters related to policies, programs and services;
16. Trustees will ensure that written communication from an individual trustee that may be of a public nature is vetted by the Board.

**B. Enforcement of Code of Conduct**

If the Board determines that a trustee has breached the code of conduct that applies to the trustee, the Board may impose one or more of the following sanctions:

1. Censuring the trustee
2. Barring the trustee from attending all or part of a meeting of the school board or a committee of the school board.
3. Suspending the trustee from the school board, including suspending all the trustee's rights, duties and privileges as a member of the school board, for up to three months.

**C. Motion re Sanction**

A motion to sanction a trustee is subject to the following rules:

1. The motion may be debated at a board meeting that is closed to the public, but must be voted on in public.
2. To be approved, a motion to impose a sanction under item 2 or 3 of subsection (1) requires an affirmative vote of 2/3 of all the members of the school board.

**D. Appeals**

A trustee may appeal a sanction under Regulation 114/2015 of the Public Schools Act.