

1. As a member of my local Board, representing all the citizens of my community and responsible to the electorate through the democratic process, I recognize:
  - 1.1 That my fellow citizens have entrusted me, through the electoral process, with the educational development of the children and youth of the community.
  - 1.2 That Trustees are the children's advocates and my first and greatest concern is the best interest of each and every one of these children without distinction as to who they are or what their background may be.
  - 1.3 That Trustees are educational leaders who realize that the future welfare of the community, of the Province, and of Canada depends upon the quality of education we provide in public schools to serve the needs of every learner.
  - 1.4 That legally, the authority of the Board is derived from the Province, which ultimately controls the organization and operation of the School Division and which determines the degree of discretionary power left with the Board to exercise local autonomy.
  - 1.5 That I must never neglect my personal obligation to the community and my legal obligation to the Province, nor surrender these responsibilities to any other person, group, or organization but that, beyond these, I have a moral and civic obligation to the nation to ensure public schools in Canada are kept free and strong.
  
2. As a member of the Board of Pembina Hills Regional Division No. 7, I will:
  - 2.1 Understand that my role is governance through board policy and not management;
  - 2.2 Listen carefully and respectfully to other Board members;
  - 2.3 Respect the opinions of others;
  - 2.4 Uphold and abide by the final majority decisions of the corporate Board;
  - 2.5 Recognize that authority is only vested in the full Board, not in individual trustees, when it meets in legal session;
  - 2.6 Follow the Communication Protocol when dealing with complaints;
  - 2.7 Keep informed of developments relevant to issues that may come before the Board;
  - 2.8 Participate actively in Board and committee meetings;
  - 2.9 Bring to the attention of the Board any issues that may affect the Division;
  - 2.10 Interpret the needs of the community to the Division and the School Division's actions to those we serve;
  - 2.11 Represent everyone this Division serves, not just a particular interest group;
  - 2.12 Act as a Trustee of this School Division and work carefully to ensure that it is well-maintained, fiscally secure, and operating in the best interests of those we serve;
  - 2.13 Declare any conflict of interest, or perceived conflict of interest, between my personal life and my position on the Board and abstain from voting when appropriate;
  - 2.14 Obtain all the necessary information to make an informed decision before voting;
  - 2.15 Respect fellow trustees, the Corporate Board and the Superintendent, within and outside of the board room;
  - 2.16 Maintain confidentiality about privileged information restricted to those matters addressed in private sessions as defined in the *School Act*.
  - 2.17 After consultation with the Board, engage parents, students, and the community in matters related to education.

- 2.18 Act in a manner consistent with provincial legislation including the *School Act*, regulations, and policies of the Board.
3. As a member of the Board of Pembina Hills Regional Division No. 7, I will not:
  - 3.1 Use the School Division for my personal advantage, or that of my friends, business associates, or family members;
  - 3.2 Interfere with the Superintendent's duties, in day-to-day management, or undermine his or her authority with staff members.

**Reference:**

Section 60, 82, 83 [School Act](#)

[www.asba.ab.ca](http://www.asba.ab.ca)

[AP 20-03 Communication Protocol](#)

[Policy 19 Welcoming, Caring, Respectful, and Safe Environments](#)

## Appendix Trustee Code of Conduct Sanctions

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. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
3. When sanctions are considered, in dealing with an individual trustee's code of conduct they may include:
  - Letter of censure as per Board motion
  - Removal of Trustee from Board appointments
  - Removal of Trustee per Section 82 and 83 of the *School Act* as per Board motion
4. In particular, the Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature.

Failure to comply with this confidentiality 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 the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:

- 4.1 The Board Chair, or in the event the complaint is against the Board Chair the Vice-Chair, shall request that the Superintendent or designate, appoint an investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
  - 4.2 The investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair, or Vice-Chair, and to the Superintendent.
  - 4.3 The Board Chair, or Vice-Chair, shall present at a closed meeting of the Board, the report of the 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 subsequent occurrences, 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.
  - 5.3 For a third and subsequent occurrences, at a public meeting of the Board, a motion to remove the trustee in question from one, or more, of all Board appointments may be presented.
6. There may be violations deemed to be so extreme that the Board may omit steps in the process defined above.