

Category:	Governance
Policy Number:	1-3
POLICY Name:	Library Board of Conduct
Revision:	2.0

Purpose: The primary goal of a public Library Board member is to ensure that the public has access to the highest quality of library service possible. To this end, library board members should observe ethical standards with truth, integrity and honour.

1. Loyalty and Unity

- 1.1 Act in the interests of the library members and the community it serves, over and above other interest group involvement, membership on other boards or personal interests
- 1.2 Express individual viewpoints but work harmoniously with the Board toward consensus as much as possible
- 1.3 Speak with "one voice" once a decision is reached and a resolution is passed by the Board
- 1.4 Respect Board authority since individuals may not act on behalf of the Board unless specifically designated by the Board. This includes interaction with the public or the media
- 1.5 Refrain from individually directing the CEO or the staff

Additional Code of Conduct for Library Board Chair:

- 1.6 Assumes no authority to make decisions outside Board-dictated mandate
- 1.7 Assumes no authority to speak for Board on issues not yet decided

2. Financial Accountability

- 2.1 Avoid situations where personal advantage or financial benefits may be gained and do not use "inside information" in personal or private business
- 2.2 Avoid using position to obtain employment for self, family or friends
- 2.3 Withdraw from Board if seeking employment with Library or the City of Waterloo

3. Professional Accountability

- 3.1 Respect the agenda and abide by Board decisions on rules of order
- 3.2 Attend regularly and inform appropriate persons about expected absences before meetings. Deal promptly as a Board, regarding lack of interest, poor attendance, disregard of policy on the part of any individual member

3.3 Be prepared for all Board and committee meetings and use meeting time productively

3.4 Consider short and long term effects of decisions

Additional Code of Conduct for the Board Chair:

3.5 Ensures all issues that belong to Board governance are brought to the Board for consideration and all relevant material is available

3.6 Keeps deliberation fair, open, thorough, but also efficient, timely, orderly and to the point

4. Personal Accountability

4.1 Treat others in a courteous, dignified and fair manner

4.2 Encourage and respect diversity of viewpoints and skills

4.3 Take responsibility for personal professional development through continuing educational opportunities and participation in regional and provincial library organizations

4.4 Support intellectual freedom in the selection of Library materials and use of technologies. See Canadian Library Association positions on our website

5. Volunteering

5.1 Board members are not eligible for volunteer positions with the library branches while serving on the library board

Document Revision Record:

Revision Level	Revision Date	Change
1.0	June 26, 2003	Initial Release
2.0	September 26,2012	Reviewed & Updated

Approval:

CEO	Board Chair	Date
<p>..... Laurie Clarke</p>	<p>..... Helen Kaluzny</p>	<p>September 26, 2012</p>