

Chatham-Kent Public Library

Board Governance Policy

Code of Conduct

Why

This policy defines what is expected of Chatham-Kent Public Library Board members and the manner in which they will interact with each other, with library staff and with the library's partners. Each board member is expected to comply with both the content and spirit of this code.

What

1. In dealing with library matters, board members shall act in the interest of the library and the community it serves, notwithstanding other group involvement, membership on other boards or personal interests.

How

Board members shall:

1. Refrain from individually directing the CEO/Chief Librarian or the staff.
2. Adhere to the regulations of the "Municipal Conflict of Interest Act" (R.S.O. 1990, Chapter M.50) in respect of pecuniary or fiduciary conflicts of interest.
3. Respect the confidentiality appropriate to issues of a confidential nature and sign a confidentiality waiver at the beginning of the Board term.
4. Conduct themselves with integrity to reflect credit on the Library, and inspire the confidence, respect and trust of colleagues, Municipal Council, staff and the community.
5. Speak with "one voice" once a decision is reached and a resolution is passed by the board.
6. Adhere to all of the policies approved by the Board which have legal and binding authority, unless rescinded or amended by the Board.
7. 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.

Library Board Chair:

1. Assumes no authority to make decisions outside Board-dictated mandate.
2. Assumes no authority to speak for Board on issues not yet decided.

Vacancies

In the event of a vacancy occurring on the Board, the Secretary, upon instructions from the Board in session, shall advise the Clerk for the Municipality of Chatham-Kent and request that a new member be appointed to fill the vacancy under the conditions contained in the Public Libraries Act.

Resignation

Members of the Board who must resign before the end of their term of appointment on the Board shall inform both Board Chair and the Secretary in writing, specifying the effective date of their resignation.

Monitoring

Policies shall be reviewed once per Board term.

Issue Date: March 2018

Board Approved Date: June 2022

Date to be Reviewed: 2026

Author: T. Sharpe

Background Documents: Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.