**STATEMENT OF POLICY AND PROCEDURE**

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **BOARD CODE OF ETHICS** | Sec 2, 1F

Reviewed: 2021/03/30 | Revised: 2021/05/29 | **Effective: 2017/05/13**

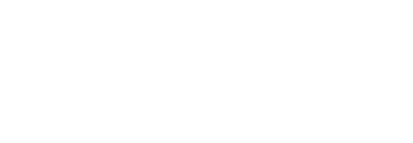
# SECTION 2 – 1.F

**BOARD CODE OF ETHICS**

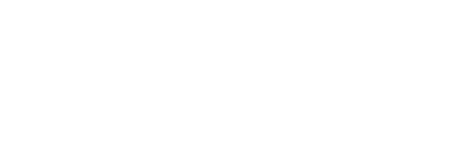
1. The Board and its members shall operate in an ethical and professional manner representing the Board in a positive light, taking no private action that will compromise the Board and its decisions.
2. Board trustees shall follow the common law and ethical responsibilities of Alberta Board Trustees.
3. Legal required obligations:
   1. A library trustee is expected to manage the affairs of the library with the same degree of skill and hard work and care he or she brings to their own affairs (this can apply to councilors and their knowledge about municipal affairs)
   2. A library trustee has a duty to become informed about the business of the board, including: applicable legislation, and what is required in order to be an effective trustee.
   3. A library trustee must keep confidential private information he/she learns as a result of their activity as a trustee, and may not personally benefit from it, either during the term or after. In camera.
   4. A library trustee must put the best interests of the board before their own or any other.
   5. A library trustee may not make advance agreement with another person or organization to vote a certain way. (“contracting the vote”) exception shall be given to allow trustees to campaign for Board Chair one (1) month prior as well as the Annual General Meeting (election meeting).
   6. If a library trustee stands to make a personal profit from any activity of the board, he/she must declare your interest, and may not participate in discussion or vote in relation to it. (i.e. no conflicts of interest)
4. Ethical however not legal required obligations:
   1. A library trustee must want to serve as a trustee.
   2. A library trustee must endorse, without reservation, the mission of the library board.
   3. A library trustee must believe in the value of libraries.
   4. Trustees are expected to take responsibility for their personal development through continuing education opportunities and are encouraged to participate in provincial and national library organizations.
5. Trustees should support intellectual freedom in the selection of library material.
6. When a trustee is delegated by the Board to attend a specific function, those expenses reimbursed by any other group may not be claimed from Northern Lights Library System.
7. Written submission regarding a potential breach of Board policy must result in a review in camera of the breach by the Executive Committee within thirty (30) days of receipt of written submission.
8. Breach of Board policy after Executive Committee review of the breach may result in a letter of notice to the municipality for action.

1

1. Breaches of Board policy may result in a letter of reappointment request to the municipality to have the NLLS Board member replaced for the remainder of their term of appointment.



**Municipality**



**Executive**

**Committee**

**Review (in Camera)**



**ii**

**li**

**Executive**

**Committee**

**Review (in Camera)**

**Written**

**Breach**

**of**

**Policy**

**submitted**

**NLLS Executive Board Chair**

May 29, 2021

**Date of Approval**

**STATEMENT OF POLICY AND PROCEDURE**

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Reviewed: | Revised: 2024/05/23 | **Effective:**

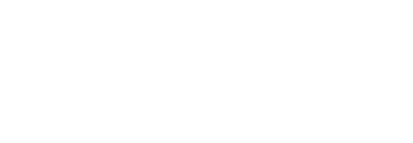
Purpose: To ensure the Board and its members operate ethically and professionally, representing the Board positively and taking no private action that will compromise the Board and its decisions.

**Board members will maintain:**

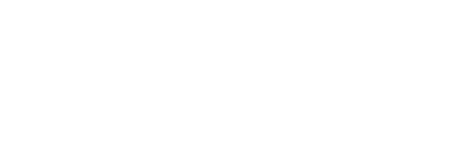
1. **Ethical Conduct:**
   * Represent the Board positively, avoiding any actions that could compromise the Board.
   * Adhere to the common law and ethical responsibilities expected of Alberta Board Trustees.
   * Act with integrity and honesty in all decisions and actions.
   * Prioritize the best interests of the library system and the Board, over personal interests or any other affiliations.
2. **Confidentiality:**
   * Keep any private information learned during their tenure as a member confidential, both during and after the term, and not use it for personal gain.
3. **Voting Integrity:**
   * Not agree in advance to vote a certain way or turn a decision in a particular direction, with the exception of campaigning for the position of Board Chair, one month before, and during the Annual General Meeting.
4. **Adherence to Legislation:**
   * Ensure all actions and decisions comply with the Libraries Act and Regulation, promoting proper governance and accountability.
   * Inform themselves about the Board’s business, applicable legislation, and requirements to be effective trustees.
5. **Support for Intellectual Freedom:**
   * Uphold intellectual freedom as defined by the Canadian Federation of Library Associations (CFLA), including the right to access, seek, receive, and impart information and ideas through various media, regardless of personal preferences or beliefs.
   * Ensure equitable access to a wide variety of content, resist censorship, and promote access to a wide range of knowledge and opinions.
6. **Transparency, Accountability, and Data Protection:**
   * Conduct Board decisions and operations openly, ensuring they are accessible to the public.
   * Maintain mechanisms for holding Board members accountable for their actions and decisions.
   * Safeguard patrons' privacy and personal data, ensuring compliance with relevant laws and best practices in data security.
7. **Conflict of Interest:**
   * Disclose any conflicts of interest and recuse themselves from discussions or votes related to such conflicts.
8. **Expense Reimbursement:**
   * Ensure that when attending a function as a representative of NLLS, any expenses reimbursed by another group are not also claimed from the Northern Lights Library System.

**The Executive Committee will handle policy breaches by its members as follows:**

* + Review written submissions regarding potential breaches of Board policy by members in camera within 30 days of receipt.
  + After confirming a breach of policy, send a letter of notice to the member’s municipality for appropriate action or request the municipality to replace the trustee for the remainder of their term.



**Municipality**



**Executive**

**Committee**

**Review (in Camera)**



**ii**

**li**

**Executive**

**Committee**

**Review (in Camera)**

**Written**

**Breach**

**of**

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**References:**

* Alberta Library Trustees Association (ALTA) Code of Ethics and Trustee Handbook.
* Canadian Federation of Library Associations (CFLA) Statement on Intellectual Freedom and Libraries.
* Public Library Services Branch (PLSB) Guidelines.