

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: | Revised: 2024/05/23 | **Effective: 2024/09/11**

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 when 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 members municipality for appropriate action or request the municipality to replace the trustee for the remainder of their term.

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.

NLLS Executive Board Chair

2024/09/11

Date of Approval