



## Policy 4

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## Board Member Code of Ethics and Conduct

The KTCEA Board is responsible for providing leadership in all matters affecting education. Board members will adopt the following commitments as part of an overall Code of Ethics and Conduct:

### Restrictions

1. Board Members must not use their influence to advance personal, family or friends' interests or the interests of any organization with which they are associated.
2. Board Members must not purport to bind the Board, either by publicly expressing their personal views on behalf of the Board when not authorized to do so or by giving direction to staff, agents, contractors, consultants, or other services providers.
3. Board Members must not speak on behalf of the Board unless authorized to do so.
4. Board Members must act with discretion and be judicious in what material they post on social media.
5. The Board is the source of all governance authority and will make decisions on whether and to what extent to delegate the Board's authority to others, including the Chairperson, Board committees, and to the Superintendent. Under the direction of the Superintendent, staff in Administration serves the Board as a whole. No individual Board Member has executive authority over the Superintendent or staff in Administration.
6. Board Members must not:
  - a. Involve themselves in matters of Administration that fall within the authority of the Superintendent, except as directed by Board policies;
  - b. Use, or attempt to use, their authority or influence on any staff member with the intent of interfering in that staff member's duties; or
  - c. Maliciously or falsely injure the professional reputation, prospects or practice of staff members.

### Compliance

1. Any reported violation of a provision of this Code of Conduct may be subject to investigation by the Board, or by a third-party investigator appointed by the Board.
2. Board Members are expected to cooperate in securing compliance with the application and enforcement of this Code of Conduct.

3. No Board Member shall undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person in accordance with this Code of Conduct.
4. If the Board determines that it is appropriate to do so, the Board may impose sanctions on a Member who contravenes this Code of Conduct. Sanctions that may be imposed include but are not limited to:
  - a. issuing a letter of reprimand,
  - b. requesting the Board Member to issue a letter of apology,
  - c. requiring the Board Member to attend training,
  - d. suspending or removing the Board Member from membership on a committee,
  - e. requiring the Board Member to reimburse monies received,
  - f. requiring the Board Member to return School Education Authority property or reimburse its value,
  - g. restricting the Board Member's contact with Administration staff,
  - h. restricting how documents are provided to the Board Member,
  - i. disqualifying the Board Member from the Board.
5. Nothing in this Code of Conduct requires the Board to impose a sanction for any contravention.