

## **BOARD CONDUCT BYLAW**

<b>VCC BYLAW:</b>	<b>G.1.0</b>
<b>APPROVED BY:</b>	<b>Board of Governors</b>
<b>APPROVED DATE:</b>	<b>February 7, 2018</b>
<b>AMENDMENT DATE:</b>	

## 4. PRINCIPLES

### 4.1 Code of Ethics

- a) Each member, regardless of whether they are elected or appointed or is an ex officio member of the Board, has the responsibility first and foremost to the welfare of the institution and must function primarily as a member of the Board, not as a member of any particular constituency.
- b) Members of specific constituency groups such as faculty, staff or students may bring forward to board discussions the views of their respective constituency; however, in deliberations and voting they shall always act in accordance with the best interest of the college as a whole.
- c) Board members are expected to act at all times in good faith and with honesty and due diligence.
- d) Board members are expected to regularly attend meetings and to adequately prepare for the duties expected of them.
- e) "If a member of the board has not attended three (3) consecutive regular meetings of the board, the member is no longer a member of the board unless excused by resolution of the board." College and Institute Act, [S.59.7].
- f) Board members shall stand by and uphold decisions of the Board.
- g) The Board shall be guided by the following principles:
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## 4.2 Conflict of Interest

Actions taken in the course of performing duties as a member of the Board shall neither cause nor suggest the reality or perception that the member's ability to perform or exercise his or her duties is impaired by a conflict of interest. (b) (5) - (c) (4) (i) (C)

- c) The decision of the Board is final.

## **5. GUIDELINES**

The following guidelines are intended to assist the members of the Board and the Board Chair to resolve or handle situations where real, potential or perceived conflict of interest exists or the code of ethics

## Processing an Appeal

- c) If the member rejects the decision of the Board Chair, they may appeal to the Board in writing. The appeal must be requested within one week of the imposition of the penalty.
  - i. The penalty will remain imposed until such time as the Board hears the appeal.
  - ii. The Board will make every effort to hear the appeal within one month of its imposition.
- d) On hearing the appeal the Board may:
  - i. allow whatever evidence it considers appropriate, without regard to the rules of evidence
  - ii. allow the appeal, or
  - iii. impose any of the penalties listed in 5.2(a) or, in the case of an appointed member, request that the Lieutenant Governor in Council remove the appellant from the Board.
- e) The decision of the Board is final.

## **6. RELATED LEGISLATION & POLICIES**

College and Institute Act

## **7. RELATED POLICIES AND PROCEDURES**

G.1.0 APPENDIX A – VCC Board Oath of Office

## APPENDIX A

### G.1.0 - BOARD CONDUCT

#### OATH OF OFFICE

The following Oath of Office is to be sworn, signed, and dated before the Board at the commencement of all members' first meeting with the Board and reaffirmed annually by members' signature. A Commissioner of Oaths or the Board Chair can administer the Oath of Office.

I, [INSERT NAME], sincerely promise and affirm that I will truly, faithfully, impartially, and to the best of my ability execute the duties and responsibilities of my position as a Member of the Board of Vancouver Community College. I have read and I agree to abide by the Vancouver Community College Board Conduct Bylaw.

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Board Member

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Date

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PRINT NAME

Chair, VCC Board of Governors